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### Mine Training and Competence Scheme

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**Document Owner:** Head of Human Resources  
**Approval:** Head of Human Resources, Head of Safety & Sustainable Development, Executive Head of Open Cut Operations, Executive Head of Underground Operations and Site Senior Executives &)

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**1. PURPOSE**

The Anglo American Metallurgical Coal Mine Training & Competence Scheme (MT & CS) is derived from the relevant Acts and Regulations and recognised standards and codes, particularly Recognised Standard 11 (Queensland). This MT & CS defines the way we conduct training activities, and is supported by additional site processes and procedures.

The Mine Training and Competence Scheme is a component of the Mine Safety and Health Management System (SHMS) and has been established to:

- Provide guidelines for the training and assessment of all people working at or visiting a Anglo American Metallurgical Coal mine site.
- Satisfy the requirement under Section 82 - 85 of the Queensland Coal Mining Safety and Health Regulation 2017 and Recognised Standard 11 for Queensland Coal Mines.

**2. SCOPE**

The Anglo American Metallurgical Coal Mine Training and Competence Scheme is applicable to all persons involved in on-site activities (Mining and Exploration) carried out by employees, visitors and contractors, for which Anglo American Metallurgical Coal is the operator. This policy applies to the Australian operations only.

This Mine Training and Competence Scheme details the process for identification and delivery of competencies required for coal mine workers to safely operate plant and equipment at the mine, and conduct designated tasks safely.

**3. REFERENCES**

- Queensland Coal Mining Safety and Health Act 1999
- Queensland Coal Mining Safety and Health Regulation 2017
- National OH&S Act 2011
- Student Identifier Act 2014
- Student Identifier Regulation 2014
- Competencies recognised by the Coal Mining Safety and Health Advisory Committee
- Recognised Standard 11
- Resources and Infrastructure Industry Training Packages (RII training packages)
- Other industry training packages

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#### 4. DEFINITIONS

<b>Appointment:</b>	Appointing an individual to a role at the mine that requires specific competencies and skills.
<b>Assessor:</b>	A person competent in the process of assessing the performance of a task or skill by another. Generally, an assessor has been assessed and found competent in the skills of assessing, possesses an appropriate qualification in workplace assessment, has expert knowledge and authorisation in tasks which are to be assessed and is appointed by the SSE or representative.
<b>Authorisation:</b>	Authorising an individual to conduct a designated task at the mine the requires specific competencies and skills.
<b>Challenge Test / Assessment:</b>	Where competence is claimed via the RPL / RCC process (see below) the trainee may be required to undergo a practical and / or oral assessment to validate the documentary evidence provided.
<b>Coal Mine Worker:</b>	Refers to a person who carries out work at a coal mine and includes the following individuals who carry out work at a coal mine: (a) An employee of the coal mine operator; (b) A contractor or employee of a contractor. Note: Anglo American Metallurgical Coal does not employ persons under the age of 16
<b>Competent Person:</b>	Is a person who has satisfactorily demonstrated the skill and knowledge required to carry out a task to a standard necessary for the safety and health of persons.
<b>Content Expert</b>	Means a person without a qualification in workplace training and assessment but is competent in the skill to be trained and assessed. They assist the site appointed trainer / assessor in training delivery and in the gathering of evidence of competency as part of an assessment team. The assessment must be signed off by the assessor and the content expert. The Content Expert must be appointed as a content expert by the SSE or representative before the training / assessment begins.
<b>Company Representative:</b>	The AAMC person who manages all aspects of a Contract, appointed in writing for any applicable SSE authorities. The Company Representative may delegate contract management responsibility, in writing, to a nominee.
<b>Designated Task:</b>	Is a task that requires the coal mine worker to be authorised to carry out the task. The coal mine worker must be deemed competent and have the required competencies and knowledge.
<b>Endorsed:</b>	Endorsed by the National Skills Standards Council (NSSC)
<b>Ensure:</b>	Will undertake as far as is reasonably practicable

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<b>Registered Training Organisation (RTO):</b>	A training organisation that has achieved registration by state / territory training authorities to deliver nationally recognised training.
<b>Recognised Current Competence (RCC):</b>	Recognition of Current Competencies is the acknowledgement of competencies currently held by a person.
<b>Recognised Prior Learning (RPL):</b>	Recognition of Prior Learning is the acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used in the assessment process.
<b>Resource and Infrastructure Industry (RII) Training Package:</b>	The Training Package is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for the coal industry, endorsed by the National Skills Standards Council (NSSC).
<b>Shall:</b>	The word "shall" is to be understood as mandatory.
<b>Should:</b>	The word "should" indicates that the primary intent is to comply with the full requirements as if they were mandatory. However there will be circumstances where local conditions may demonstrate that the requirement is either not applicable or an alternative approach is necessary.
<b>Site Senior Executive (SSE):</b>	The <i>site senior executive</i> for a coal mine is the most senior officer employed or otherwise engaged by the coal mine operator for the coal mine who— (a) is located at or near the coal mine; and (b) has responsibility for the coal mine. An officer with responsibility for exploration activities under an exploration permit or mineral development licence is not required to be located at or near the coal mine.
<b>Supervisor:</b>	At a coal mine is a coal mine worker who has the appropriate supervisory competencies and is appointed by the SSE to give directions to other coal mine workers.
<b>Trainee:</b>	A person undergoing training.
<b>Trainer:</b>	A person who employs a training method to assist another person to learn. They have a qualification in workplace training and are appointed by the SSE.
<b>Training Needs Analysis (TNA):</b>	A process whereby training requirements are identified and documented.
<b>Training Plan :</b>	A process document showing the training pathway for an individual or group to obtain training required for the site as a result of the TNA
<b>Training Superintendent or</b>	Person who manages training and development resources, processes and training scheme compliance for the relevant Anglo

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<b>senior training person on site:</b>	American Metallurgical Coal Mine Site.
<b>USI:</b>	This is a requirement of the Australian government that all students doing a nationally recognised training need to have a Unique Student Identifier (USI). The USI is a reference number that creates access to a secure online record of your nationally recognised training.

## 5. OBJECTIVE

This Mine Training and Competence Scheme provides the means by which all persons will be:

- Trained so that they can carry out their duties without endangering their own safety and health and the safety and health of others.
- Assessed against a criteria that they demonstrate their competence where required.
- Authorised or appointed in writing as persons competent to undertake specified duties.

The Mine Training and Competency Scheme also provides the mechanisms to ;

- Provide external validation of compliance (audit) and,
- Monitor the systems to ensure signs of non compliance are addressed in a timely manner

## 6. ROLES & ACCOUNTABILITY

Qualifications, skills and competencies are outlined in the Anglo American Metallurgical Coal site specific TNAs for Surface and Underground operations.

Some sites may not have the positions listed below in their management structure however they may have other positions that fulfil the accountability of the roles listed below.

### 6.1 Site Senior Executive

The Site Senior Executive (SSE), shall ensure that all of the provisions of the Anglo American Metallurgical Coal Mine Training and Competence Scheme are implemented and that compliance is achieved.

### 6.2 Operations Managers, Superintendents & Supervisors

Operations Managers, Superintendents and Supervisors shall be accountable for the compliance of people under their control with the requirements of the Anglo American Metallurgical Coal Mine Training and Competence Scheme.

### 6.3 Training Superintendents

The Training Superintendent or senior training person on site shall be accountable for the application of the requirements of the Anglo American Metallurgical Coal Mine Training and Competence Scheme including ongoing improvement, review, audit, evaluation and

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maintenance of the scheme. Training Superintendents will have as a minimum competencies of AQF Level 5/6 (Diploma or Advanced Diploma level). They are also accountable to ensure the TNA is developed and reviewed on an annual basis.

**6.4 Training Officers / Training Coordinators**

Shall be accountable, where applicable according to their role descriptions and level of competence for:

- Training and Assessment of Anglo American Metallurgical Coal Operations Employees;
- Employee & Contractor Inductions;
- Assisting (where practical) in Contractors Authorisations to Operate Equipment / Plant;
- Challenge Testing of Skills;
- Assisting the Training Superintendent in enforcing the requirements of the Anglo American Metallurgical Coal Mine Training and Competence Scheme;
- Providing feedback to the Training Superintendent on training performance;
- Participating in the review and continuous improvement of training procedures and processes.
- have as a minimum competencies for Trainers and Assessors as outlined by advisory committee.

**6.5 Training Compliance Officers**

Shall be accountable for reporting on the training compliance at the site and reporting to the Training Superintendent and the Operational Superintendents of any refresher training requirements before the due date.

**6.6 Trainers and or Assessors**

Shall be Appointed by the SSE or representative and accountable for;

- Comply with and uphold the requirements of the standards and integrity of the Mine Training and Competence Scheme and legislative requirements;
- Conduct training and assessment activities in accordance with the Mine Training and Competence Scheme, supporting the needs of the mine;
- Be familiar with information contained within the mine site training packages, how to locate them and how to apply them;
- Ensure all training and assessment documents / forms are approved by the Training Superintendent, prior to use;
- Request the development of new training and assessment materials;
- Ensure training packages and assessments are deployed using the approved templates;
- Not to be the Trainer and Assessor for the same person for plant and or mobile equipment training;
- Hold the relevant Trainer and Assessor competencies as determined by the Coal Mining Safety and Health Advisory committee.

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- Hold the relevant site authorisation for plant / equipment for which they are training / assessing others;
- Ensure the First Competent Person process is complied with for all new or hire plant / equipment brought to site where there is no qualified Assessor authorised to conduct the first assessment;
- Ensure all work environments where training and or assessment activities are to be conducted are safe and pose no unacceptable risks to persons conducting or undergoing training or assessment;
- Not provide any training / assessment without the Trainee being authorised to undertake the training;
- Ensure Trainee documents their progression through various stages of training for plant / equipment in personal log book, signing off in conjunction with Trainee and Supervisor;
- Assisting the Training Superintendent in enforcing the requirements of the Anglo American Coal Mine Training and Competence Scheme;
- Participating in the review and continuous improvement of training procedures and processes.
- Accurately and promptly process training and assessment documentation;
- Actively promoting high standards of training and assessment in the workplace;
- Providing feedback to Training Coordinators on training performance.

**6.7 Training & HR Projects Manager**

**In consultation with Anglo American Metallurgical Coal Head of Human Resources :**

Shall be accountable for:

- Development, maintenance and improvement of the Anglo American Metallurgical Coal Mine Training and Competence Scheme.
- Deployment and application of the requirements of the Anglo American Metallurgical Coal Mine Training and Competence Scheme including review, audit, evaluation and maintenance of the training system.

**6.8 Company Representatives**

Shall be accountable for:

- The contractors training needs are identified and the Contractor's TNA is submitted.
- The schedule showing how the training needs shall be met.
- Contractors comply with the requirements of the Mine Training and Competency Scheme

**7. TRAINING PROCESS**

**7.1 Resource Management**

The SSE shall, as far as is reasonably practicable, ensure that sufficient and adequate resources (human and otherwise) are available to achieve conformity to the requirements of the Anglo American Metallurgical Coal Mine Training and Competence Scheme.

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This shall include:

- Buildings, workspaces and associated facilities;
  - Training rooms
- Process Equipment (hardware and software), and
  - Training and assessment, materials and tools
  - Audio visual equipment
  - Printing, photocopying and scanning facilities
- Supporting Services (such as transport or communications).
- Trainee availability to undertake training

**7.2 Work Environment**

The Supervisor, Trainer and or Assessor shall ensure that all work environments where training and assessment are to be conducted are safe and pose no unacceptable levels of risks to either persons conducting or undergoing training or assessment.

**7.3 Contractor Companies**

Contract companies and ultimately the Anglo American Metallurgical Coal Company Representative, are to ensure their personnel have the necessary knowledge, skills and competence to perform their duties. Where Contractors operate their own equipment on site, they are required to bring their operators to site with evidence of assessment to the endorsed components of the RII Training Package or other relevant acceptable training package. Where appropriate in the judgment of the Training Superintendent or senior training person on site or SSE they may be required to satisfy the RPL or RCC. They are required to be authorised to operate or conduct designated tasks on site by the SSE or their representative.

**7.4 Unique Student Identifier (USI)**

It is the obligation of the coal mine worker to provide a copy of their USI before they engage into training with an RTO.

An RTO will not issue a statement of attainment or a qualification unless the coal mine worker has provided their USI.

**8. TRAINING NEEDS ANALYSIS (TNA)**

A Training Needs Analysis shall be undertaken for either individual positions or workgroups to ensure those coal mine workers have the minimum required competencies to safely perform the activities that they are required to perform. The TNA will assist in identifying gaps between the coal mine worker's current knowledge and skills and required knowledge and skills in line with business needs to identify the training requirements for the coal mine worker. It shall take into account a person's experience for their:

- Appropriate skills, knowledge, qualifications (eg. QGN24) and competencies, including those prescribed by legislation (e.g. CMSHA and Advisory Council);
- Site Safety and Health Management System requirements for the role;
- Operational training and other specific training requirements as set by the SSE.
- Statutory training requirements for coal mine workers to fulfil their obligations.

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A documented TNA shall be developed in consultation with area Superintendents, Supervisors, Managers and Employees.

From these TNA's a training plan shall be created to identify the training needs required for the individual or work group.

The TNA review should be completed on an annual basis.

The training needs of contractors shall be identified by the contracting company and supplied to the Anglo American Metallurgical Coal Mine Company Representative.

**9. SITE TRAINING PLAN**

Based on the identified gaps of the Training Needs Analysis, a training plan shall be established to meet the training needs of the mine. The training plan will identify the training and assessment requirements, prioritised and scheduled by the Training Superintendent or senior training person on site.

The documented training plan and schedule showing how the training needs shall be met by the contract companies will be supplied to the Anglo American Metallurgical Coal site Company Representative, who will ensure that contractors under their control comply with the requirement of the supplied training plan.

**10. TRAINING COURSE AND ASSESSMENT INSTRUMENTS**

The endorsed components of national competency standards (Resource and Infrastructure Industry Training Package) will be the minimum training standard. In accordance with this Scheme, the requirement shall be met via one of the following methods:

- Skills Recognition - where a relevant national competency standard exists for the operation of plant, equipment or task:
  - Where evidence supports the holding of an appropriate national competency standard for the same skill and knowledge, Recognition of Current Competency (RCC) assessment or equivalent shall be conducted at the discretion of Training Superintendent or senior training person on site; or
  - Where evidence supports the holding of an RII or other industry national competency and or standard (e.g. Statutory Declaration) for a similar skill and knowledge, Recognition of Prior Learning (RPL) assessment or equivalent shall be conducted at the discretion of the Training Superintendent or senior training person on site; or
  - Where no evidence exists to support the holding of an RII or other industry competency and / or standard (e.g. Statutory Declaration), Unskilled Operator, Full Training shall be conducted.
- Imported Standard - where no relevant RII competency standard exists for a required task, but a relevant industry competency and / or standard applies, then subject to the approval of the Training Superintendent or senior training person on site this standard should be the minimum accepted standard.
- Where relevant, National Standards should be applied to map assessment or training tools.

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## **11. WORKPLACE TRAINING AND ASSESSMENT**

Prior to undergoing any training and or assessment activities the appropriate level of approval is required in writing.

A person's previous training, experience and or authorisations shall determine the training and assessment path to be undertaken. These training and assessment pathways may include:

1. Unskilled, (Full Training)
2. Recognised Prior Learning
3. Recognised Current Competency
4. External Equipment & Licencing

Trainees shall sign documents at all appropriate places as confirmation of attendance, understanding of training delivered and continued application of these standards in the workplace. Trainers shall sign to confirm training delivery and Assessors shall sign to confirm the conduct and outcomes of assessment activities.

Literacy and numeracy applies to both training and assessment, where the literacy and or numeracy ability of a trainee hinders the fairness of the training and assessment process, the Training Superintendent or senior training person on site shall ensure that training and assessment is conducted in a manner to train and assess the skill and knowledge of the trainee and not the trainee's inability to respond. Anglo American Metallurgical Coal Mine Site Trainers and Assessors will provide assistance and resources to aid assessment for those in need.

### **11.1 Induction**

Any person starting work at an Anglo American Metallurgical Coal Mine site will not be permitted to commence work and must not carry out any task at the mine unless that person has successfully completed induction training for the mine. This does not apply to a task carried out by the person in the course of induction training.

#### **11.1.1 Visitor Inductions**

Visitors to site must complete the Anglo American on line visitors induction before accessing site. The host must ensure all other procedural requirements in terms of approval and conduct during site visits are in line with the requirements of the site access and/or visitor procedure.

On arrival at site the host shall ensure the visitor has completed the Anglo American Coal online visitors induction and signs the visitor in and out on entry and exit. The visitor is to be escorted at all times whilst on site.

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**11.2 Full Training Process**

Where a person has no previous experience in the area for which they are to be trained or cannot meet the RCC or RPL requirements, they shall undergo structured full training and assessment in line with the relevant competency standard for that equipment, process or task.

A Training Log shall be used by the trainee to track hours and specifics of training, this log needs to be signed off by the Trainers and Assessors. It will be the responsibility of the Trainee to maintain the training log book up to date.

**11.2.1 Knowledge Instruction**

The Trainee shall undertake a period of knowledge instruction using course notes, learning guides, PowerPoint presentations, DVD's, as determined by the training package requirements. The knowledge instruction must address all relevant components of the training package.

**11.2.2 Practical Instruction**

This training shall include practical delivery, and shall address all relevant components, for the site, and the training package.

**11.2.3 Minimal Supervision (or Balance of Training)**

Where the Trainer is satisfied that the Trainee can safely operate the equipment on a minimal supervision basis without injuring themselves or other personnel, causing equipment damage or breaching site procedures, they shall advise the Trainee and the Trainee's Supervisor that the Trainee is ready for minimal supervision.

**NOTE: Minimal supervision requires evidence to operate safely however it is not to be confused with the final (summative) assessment and sign off where full authorisation is granted.**

This stage of training allows the trainee to broaden their level of experience, whilst improving their operational skills and productive techniques.

The scope of operation during the minimal supervision period will be defined by a site based Risk Assessment including the area in which the person may operate the equipment. In addition to the site risk assessment, additional limitations may be applied at the discretion of the trainer. Such limitations may be geographic or functional in nature. The Trainer, Trainee and Supervisor are required to agree and sign off on the terms of the Trainee's limitations in the training log.

During the minimal supervision period and prior to final assessment and authorisation, the Trainee shall achieve the required skill levels for the safe, effective and efficient operation of the equipment. The log sheet shall show that the Trainee has completed all facets of equipment operations where practicable and must be signed off by the person's Trainer and or Supervisor on completion of each shift.

During the minimal supervision period, the trainer shall remain in reasonable proximity, as determined by site based Risk Assessments.

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**11.2.4 Final (Summative) Assessment**

When the Trainee, Trainer and Supervisor agree in writing (i.e. in the Training Log or other suitable method), that the Trainee has reached the desired level of competency, they will be assessed by an Appointed Assessor (who is not the Trainer) to ensure that they are operating the equipment in accordance with operational requirements, site procedures, relevant RII training package and Original Equipment Manufacturer (OEM) guidelines.

The Trainee must demonstrate competence in all required practical and knowledge based assessments such as written, and or oral. This will take them to the level of competency required by the Training Package and site requirements.

**11.3 RCC / RPL Assessment Process**

Anglo American Metallurgical Coal Mine Site may utilise RPL and or RCC processes to determine competency where appropriate.

The designated Assessor will be required to satisfy that the training information that has been provided as evidence meets the following requirements.

- Is valid for the task to be undertaken
- Is reliable (is it for the trainees)
- Is it authentic (is it original or has it been tampered with)
- Is it current (when did the trainee last perform the task)
- Is it sufficient (is there enough evidence to continue with the process)
- Is it endorsed by an organisation or RTO

The Assessor will conduct a gap analysis to determine whether it is sufficient to proceed with a RPL or RCC and where satisfied, oversee the challenge test and assessment as per the approved training and assessment documentation for the equipment.

These processes require the Assessor to assess the Trainee's knowledge (including underpinning knowledge) and skills in operating the plant equipment or task safely and productively. The Trainee must be able to demonstrate proven competence in all required practical and or oral assessments.

In the event that the Trainee does not successfully complete all assessment requirements, the Assessor shall, based on evidence submitted by the Trainee, record an outcome as; not yet competent as an Operator of the plant equipment or task and may recommend further training.

**11.3.1 External Equipment & Licence / Qualification Recognition**

Where the Operator is the holder of an externally recognised licence or qualification, for an item of equipment and plant which has a unique application at an Anglo American Metallurgical Coal Mine Site and for which no assessment tool or site based expertise is identified the following information will need to be supplied:

1. The relevant externally recognised licence or qualification ;
2. A letter of support from the employer of the operator, stating currency of Operator skills and experience

**NB:** Prior to operating the equipment and plant, they must first be authorised in writing by the SSE or the SSE representative.

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If the scenario is similar to that of dry-hire where no Operators on site are the holders of an externally recognised licence / qualification for an item of equipment / plant then the process for the "First Competent Person" must be followed.

Following the authorisation, the SSE or nominated representative may authorise or restrict / limit the Operator according to site requirements. All documentation must then be forwarded to the Training Department.

**11.4 Simulator Training**

The Trainee may undertake a period of instruction using a Simulator (where appropriate and available) under the direct supervision of an Appointed Trainer who is trained and competent in simulator use.

**11.5 Refresher Training Process**

It is the responsibility of the Site Senior Executive to ensure that refresher training occurs. The Coal Mining Safety and Health Regulation 2017, section 84, requires that each coal mine worker at the mine, including each worker holding a senior management or supervisory position and each worker holding a certificate of competency, is given refresher training under the Mine Training and Competency Scheme at least once in every five (5) years.

Refresher training does not necessarily require full training and assessment against the full unit of competency and may be partially achieved by record of observations against the standards while conducting routine work.

As a minimum, personnel need to be refreshed in their knowledge of:

- Safe operation of machinery they are required to use;
- Emergency escape from their places of work;
- Their role in identifying and responding to hazards in their work area;
- Their role in actioning any part of the mine safety management system that has been allocated to them or persons conducting their role/position description.

It shall remain the accountability of the Anglo American Metallurgical Coal Mine Site Company Representative to ensure that contractors under their control show evidence that contractor employees have completed a valid refresher training process.

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**11.6 First Line of Competence (First Competent Person)**

Where new, modified plant or equipment is brought to site and there is no qualified Assessor to conduct the first assessments the following process of establishing the first competent person shall be followed:

- Identify the competency to be assessed
- Identify a content expert who meets the requirements of the identified competency.
- Obtain written authorisation from the SSE or representative prior to conducting the exercise, to use the content expert.
- Using the agreed training and assessment tools, this content expert, accompanied by a qualified, appointed Anglo American Metallurgical Coal Mine Site Trainer and Assessor, shall train and assess a Trainee. The initial trainee where possible should also be a qualified, appointed Trainer and Assessor.
- Where the Trainee mentioned above is an Assessor, and is found competent, this person is to then assess the content expert.

Where used, this process shall be well documented, covering the details, including signatures, of all persons involved.

**11.7 Trainee Appeals Process**

In the event that the Trainee does not successfully complete all of the final assessment requirements, the Assessor shall record the Trainee as not yet competent as an Operator of the plant equipment or task and may recommend further training. Should this happen on successive occasions a review of the process that led to the situation shall be instigated by the Assessor and Supervisor, with follow up action to be determined by Department Superintendents. If the Trainee believes they have been incorrectly assessed in the final, summative assessment process they have the right of appeal.

**11.8 Test and Maintain**

Personnel required to operate plant and equipment for the purposes of maintenance, servicing, testing of functions, repairs and or cleaning shall be trained and assessed on each piece of equipment as competent to the level of operation required by the training package and authorised by the SSE (or representative). Such authorisation shall clearly state the nature of the operations including the test and maintain restrictions or limitations that apply.


**11.9 Authorisation Sign-off**

On the successful completion of any of the nominated training assessment paths, personnel can receive appointments and authorisations, the Assessor shall ensure that all necessary areas of the assessment documentation is completed and forwarded to the Training Department and then as required to obtain written authorisation from the SSE or representative/s. The Trainee may pre-sign the authorisation acceptance once assessed as competent. The authorisation shall take effect when the SSE (or representative) has signed the authorisation. Under full training provisions, the trainee shall continue to operate under minimal supervision and related requirements until such authorisation has been granted.

The SSE or representative may restrict or revoke any authorisation given under this Scheme.

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**11.10 Safety Health Management System (SHMS)**

All coal mine workers who conduct work on an Anglo American Coal mine site are required to be familiarised in or demonstrate that they understand the process path for the following requirements:

- Relevant Anglo American Metallurgical Coal Mine Site Safety and Health Management System (as approved by the SSE )
- Context and Purpose of SHMS
- How to access the system or, where computing infrastructure is not available, have an authorised person access / print the material
- Information within it for procedures for example, Golden Rules, Fatal Risk Standards, PHMPs, SOPs, SWPs, TARPS
- Operational specific training requirements

**11.11 Designated Tasks**

The SSE shall produce a list of Designated Tasks, these will be tasks that coal mine workers will be required to have a specific competency to preform and be authorised before conducting the task.

This does not apply to a task carried out by a person in the course of training or in an emergency.

The SSE shall maintain a register of the Designated Tasks and review these on an as needed basis, at least every five (5) years, and add or delete tasks as required.

**12. MAINTAIN TRAINING AND ASSESSMENT RECORDS**

All training conducted at Anglo American Metallurgical Coal Mine Sites must be supported via documentation before training can commence. The level of support required will vary for each training pathway and will be defined for the individual task training package. This support documentation must include as a minimum:

- The Trainee’s approval from their Supervisor and or Superintendent (or Manager), allowing them to commence training.
- Evidence of previous authorisations for training received on the same or similar task Trainee’s records eg. log book entries, if applicable;
- The Trainee’s, Supervisor’s and Trainer’s signatures acknowledging that the Trainee has reached the level of competency required for final assessment;
- Copies of the assessment evidence signed by the Assessor (i.e. written and practical assessments / statements of attainment); and
- Training Department compliance and verification sign off.
- The SSE or SSE’s representative’s signature of authorisation. This authorisation must include any restrictions, if applicable.

Anglo American Metallurgical Coal shall develop and maintain training materials that meet the business needs of Anglo American Metallurgical Coal Mine Sites.

It is important to maintain detailed and accurate records of all training and assessment. Recording procedures should be auditable and provide for:

- sufficient and reliable evidence of competencies and qualifications

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- the ability of people to access their records during and after their employment
- SSE to make available to another operation a copy of the persons training records.
- A coal mine worker, on departure from an operation, is to be provided with a full copy of their competencies, tickets and authorisations achieved whilst employed on that site, upon request.
- confidentiality of personal training records to be in accordance with appropriate legislation
- maintenance of training records, including after personnel have ceased employment; and
- Easy determination of currency of competencies, including refresher dates.

Trainees should be provided with a means of recording details of their training eg: Training Log. Completed Training Logs can be used as part of the assessment process to collect evidence of skills and knowledge acquired.

It is important that documents and records are complete in detail and are accurate prior to electronically recording, as the quality and integrity of training records will depend on such detail and accuracy. All documents and records will be checked for completeness, duly signed and dated prior to electronically recording.

The following must be used as a minimum requirement for record keeping:

- Records of approval and certification must be kept for at least 7 years.
- Records relating to employees (eg: training records) must be kept for the period of their employment, plus 7 years.
- All CMW's to have access to individual training records (via kiosk or other method)
- Supervisors to have access to training records of CMW's under their supervision (via kiosk or other method)

**12.1 Proficiency Management**

**Quarantine**

- Where skills are to be "suspended" for example where a mine worker is involved in an incident / accident / injury / investigation the skills affected may be quarantined in the training record system, the person will then be restricted from using the affected skills.

Delimiting (Equipment / Appointments removed from site):

- When a piece of equipment, authorisation or appointment is no longer required on site. The ability to impart that skill will be delimited. The skill will cease to exist in the system from the date it was removed from site and will no longer appear on active personnel records in the training record system.

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**Archive / Obsolete Skills:**

- If an individual's skills or abilities are no longer required to perform their current role or have been superseded. These skills will be separated from the person's active skills by being archived. These skills will no longer appear on active personnel records in the training record system

**Skills Updating**

- Failure to refresh or update skills / competencies will result in the training record indicating that it requires refreshing. The coal mine worker will be unable to utilise the skills / competency until the refresher training has taken place. If the skill / competency hasn't been refreshed within six (6) months the skill / competency may be archived.

**Data Cleansing**

- If a coal mine worker hasn't utilised the swipe access to any site in the previous 6 months a report will be generated and sent to the sites for review. If the site doesn't respond to the review request the coal mine worker's access may be removed from the system.

### 13. DOCUMENT CONTROL

The Anglo American Metallurgical Coal Mine Training and Competence Scheme shall be controlled in accordance with the Anglo American Metallurgical Coal SHEMS and located accessible to personnel. Training packages shall be maintained electronically, and will be controlled by Training Superintendents or the senior training personnel on site.

The site Training Department shall be responsible for the quality control and version control of training documents.

#### 13.1 Training Documentation Development and Maintenance

The Mine Training and Competence Scheme, associated forms and templates will be available to the coal mine workers in read-only format on the sites Document Management System. Mine Training and Competence Scheme (including associated forms, registers and other documents) shall be used by all CMW's for the management of training processes unless specifically authorised by the SSE or representative for alternative arrangements.

The Training Superintendent or senior training person on site will ensure that all training and assessment materials have been reviewed by competent persons with the necessary skills or knowledge, or otherwise employ the use of external content experts to advise and assist in the review of the materials to ensure that the site training and assessment material is updated to the latest endorsed version.

This structured system for developing and modifying training and assessment resources is in place to ensure standardised, compliant training resources. Training and assessment tools shall be updated as changes in legislation, mining or processing methodology, advances in equipment technology or changes to the hazard profile of the site occur. All site requests to

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change documents must be made using the appropriate Document Control and Registration form and submitted to the Training Department.

## **14. TRAINERS AND ASSESSORS – SELECTION, APPROVAL AND REVIEW**

The SSE shall ensure that there are sufficient numbers of Appointed Trainers and Assessors, with the required competencies, to deliver training and assessment to meet the training needs of the mine.

Personnel shall be nominated by mine Supervisors / Superintendents to complete Trainer and or Assessor qualifications, after the Training Superintendent or senior training person on site has recommended that the individual be authorised as a Trainer and Assessor will they be appointed in writing by the SSE or representative as a Trainer and or Assessor.

To be appointed as a Trainer and or Assessor by the SSE,

- Hold The Coal Mining Safety and Health Advisory Committee minimal training competencies
- A person shall also undergo familiarisation and assessment on key elements of this Mine Training and Competence Scheme and site training processes and procedures, prior to being appointed.

A list of Appointed Trainers and Assessors and their qualifications shall be available in an electronic database, maintained by the Training Superintendent or senior training person on site.

For classroom training, such as induction training or externally provided courses, it is permissible for the trainer and assessor to be the same person.

In normal circumstances the Trainer and Assessor shall hold the competency that they will be training or assessing others in. An appointed assessor may conduct an assessment in conjunction with a nominated "content expert".

### **14.1 Content Experts**

The content expert shall provide written evidence of their qualifications and or experience before being authorised as a content expert.

1. The relevant externally recognised licence, qualification or authorisation;
2. A letter of support from the employer of the operator, stating Currency of operator skills and experience;

A content expert may:

- have professional qualifications e.g. an engineer, geologist, etc. or
- be a:
  - specialist or
  - skilled technician e.g. designer or manufacturer, or
  - manufacturer / supplier's representative, or
- be a person who has operated similar plant/equipment in the past

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Training and Assessment may be carried out by a site Appointed Trainer and Assessor working in conjunction with a content expert. The use of a content expert shall be authorised in writing by the Training Superintendent or the senior training person or the SSE representative on site prior to conducting the assessment.

The content expert shall sign off on the training and assessment with the Trainer and Assessor.

## 15. AUDIT OF TRAINING AND ASSESSMENT

Auditing of the Anglo American Coal Mine Training and Competence Scheme, and associated documents, training systems and training records shall take place in accordance with Anglo American Coal SHEMS Standard Monitoring Audits and Review. A schedule will be developed to audit the mine site compliance to the Anglo American Metallurgical Coal Mine Training and Competence Scheme, and associated documents, training systems and training records to determine their accuracy. The schedule will target to audit the compliance to the mentioned processes.

Actions from audits will be entered into the mine sites action data base and assigned to a person responsible person for completion. The status of the audit actions will be reported through to BCO on a monthly basis.

### 15.1 Scheme Review

This document shall be reviewed as follows:

- In the event of a change of method and/or technology that may affect the accuracy of this document;
- In the event of a change to legislation or industry standard that may affect the accuracy and compliance of this document;
- When there has been a significant event to which this document was relevant;
- As a result of an audit finding.

### 15.2 Compliance with the Scheme – Audit Frequency

Audits (either internal or external) will then be conducted annually or as statutorily required. Audit teams will use the Anglo American Metallurgical Coal agreed audit tools to:

- Evaluate implementation of and compliance to the Scheme at different sites
- Share learning throughout the business
- Promote and embed commonality of training approach across the group

Audit reports will be forwarded to Human Resources Managers, Training Superintendents or senior training person on site.

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## 16. CONTINUOUS IMPROVEMENT

Anglo American Metallurgical Coal has adopted a measurement, analysis and improvement approach to its training and assessment function which is based on a recognition that opportunities for continuous improvement in training and assessment activities originate from five key internal sources:

- Analysis of training & assessment outcomes;
- Incident, accident, injury statistics;
- Training & assessment process non-conformance(s), including grievance & appeal processes;
- Internal and external audit outcomes; and
- Employee improvement suggestions.

### 16.1 Moderation and Validation

The training and assessment process and tools are to be subject to moderation and validation on a regular ongoing basis to ensure continuous improvement of documents and that the appropriate training and assessment tools are being used.

### 16.2 Evaluation

Records of evaluation of training programs (internal and external) are to be gathered from Trainers and participants as a record of feedback.

### 16.3 Training Advice

During evaluation of industry safety alerts, investigations reports, that identify deficiencies in training or recommend training as an improvement opportunity a training advice will be issued to the operations to highlight the improvement opportunity.

## 17. KEY PERFORMANCE INDICATORS

Performance indicators for successful deployment of the Anglo American Coal Mine Training and Competence Scheme may include:

- Statutory Compliance and adherence to relevant industry competencies i.e. RII and other State Government advisory publications including Recognised Standards (e.g. published guidance notes)
- Percentage of correct completion of TNA's for coal mine workers
- Improvements from audits conducted
- Economies resulting from elimination of waste and duplication of effort – including standardised competency frameworks for Anglo American Metallurgical Coal Mine Sites and standardised training and assessment practices
- Operational Management Scorecard (OMS) audit results (compliance results – 70% 2013). Operational Training contribution and close out of action items.
- Monthly Site Training Dashboard.

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## 18. DEVELOPMENT AND REVIEW RECORD

<b>Developed and Reviewed by:</b>			
Date	Name	Position	MET. COAL Site
August 2018	Brendan Storer	Training & HR Projects Manager	BCO

<b>Developed and Reviewed by:</b>			
Date	Name	Position	MET. COAL Site
	Michael Driscoll	Training Superintendent	Capcoal
	Heather Steel	Training Superintendent	Moranbah North
	Lunetta Friend	Training Superintendent	Grasstree
	Rhys Liverton	Training Superintendent	Dawson
	Pat Borg	Training Superintendent	Grosvenor

## 19. SUPPORTING DOCUMENTS

- Anglo American Metallurgical Coal Safety and Health Management System and Safety, Health, Environment, Community Management System Manuals
- MetCoal 2-7 PRO Change Management.
- MetCoal 5-1 STD Awareness Training and Competence.
- Coal 7-1 STD Document and Data Control.
- Coal 12-2 STD Auditing.
- Coal 10-1 STD SHE Management of Contractors.
- AS/NZ 4804: 2001 OH&S Management Systems – General Guidelines on Principles, Systems and Supporting Techniques
- AS/NZS 4801: 2001 Occupational Health and Safety Management Systems – Specification with Guidance for Use
- AS ISO 10015: 2006 Quality Management – Guidelines for Training.
- Met. Coal Refresher Training Framework (2009)
- Scenario TES Protocols
- Met. Coal Training Records Standards

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