

MINING INDUSTRY GENERIC INDUCTION TRAINING PACKAGE

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INTRODUCTION

State mining authorities demand that inductions occur for the mining industry at mines to uphold minimum safety requirements and maintain awareness by people of their obligations to themselves, their fellow workers, and the integrity, safety and performance of the mining operation as a whole.

Consequently, inductions are conducted on every site for all new employees, contract workers and visitors. In general terms the inductions comprise information considered essential from a wide industry perspective, and finally focus on activities carried out at site. This generally means that inductions possess two identifiable streams:

- *Inductions:*
 - Generic
 - Site specific

The former as the title suggests covers topics that are relevant across the industry, and emphasise the key legal requirements, health and safety issues, and distinguishing characteristics of different types of mining operations. The very term Generic also allows for a wide or narrow collections of supporting topics to be included.

Site specific inductions on the other hand are as the name suggests focussed on the site in question, and enable the mine to very clearly draw the inductees attention to the conditions, sites rules procedures and behaviour of the mine and persons therein.

The delivery of generic inductions has been a costly, repetitive and potentially dangerous activity, that earned the dissatisfaction of many in the mining industry. The following highlights some of the concerns aired:

- *Safety at risk - variable and questionable inductions;*
- *Too costly - repetitive;*
- *Lost time production - contractors;*
- *Lip service to basic safety*
- *Induction differed between permanent and contractor;*
- *Little to no value for all the time and money spent on it.*

The industry which is more an aggregation of interest groups had struggled with the concept of establishing a package that would add value to every stakeholder and raise the quality and application of the most basic of all entry level requirements to working in mining and related areas.

In the years preceding 1997, representatives of the industry met to design a new system of operating inductions that would overcome the earlier concerns and enable the mine manager and his team to adjust their site specific inductions following examination of the industry package in order to satisfy the full range of obligations.

The Queensland Mining Industry Training Advisory Body was invited in early 1996 to play an active role in the process by the two groups that were independently working towards a solution for the induction dilemma. The coal sector industry working party was chaired by an independent person from the Department of Mines and Energy, while the metalliferous sector involved the Department of mines and Energy, the chair was filled by key industry identities in north Queensland. I joined the working parties to facilitate the passage of the development in a Project Managed style and in keeping with the brokering role that we undertake.

A series of meeting took place throughout 1996 involving mines representatives, employer and employee representatives, DME and contractors. The main activity in this developmental period was to map the competencies required for generic induction. This involved collecting as many site inductions as possible, then determining which could be delivered in a generic course due to the obvious application across the industry.

In the meantime, through the networks and industry meetings that occurred at various times and levels the Queensland Mining ITAB commenced an awareness and education program. The critical path at this time however was the necessity to introduce the developments to the mine owners with a view to gaining their endorsement and support in a direct and indirect manner.

The opportunity to present the concept to a wider audience occurred at our Mining Skills Expo in Townsville on December 3 & 4 1996 where it was the central theme. At the conclusion of that Expo, I also addressed the mine managers that comprised the Australian Mines and Metals Association. Immediately following this, the Chairman of the Queensland Mining ITAB at the time, Mike Christie and I addressed the mine owners at the

Queensland Mining Council, remembering that they had been kept informed through constant liaison with the QMC Executive and staff. The result was a very positive expression of support for the concept and the stages to follow, including the financial backing to carry the Project though. The mine owners in endorsing the proposal agreed with the following recommendations:

- Generic induction should be the same for permanent as well as non-permanent employees;
- The Queensland mining industry would develop and own the package;
- The industry packages to be developed would be the preferred ones;
- The Queensland Mining ITAB would manage the project.

DEVELOPMENT OF THE PACKAGE

There were in excess of 70 expressions of interest to develop Generic Induction, and following a rigorous process, the sector selection committees independently chose Performance Training from Buderim Queensland to produce the Package. Their development would be guided by a "content" committee for coal and metalliferous. Meanwhile as many mines as possible were contacted through the mine owners body of the QMC to provide induction material to Performance Training, in order that their creative work represented current mining induction practices.

At the same time the Department of Mines and Energy applauded the Queensland Mining ITAB for its work in supporting the initiative, and requested that we similarly involve the Exploration Industry in the Project.

It was then necessary to identify suitable training providers to deliver the Package/s to the industry. Following 50 expressions of interest to deliver, 41 were invited to operate under licence and within a Quality System being developed by the Queensland Mining ITAB. It would seem that in excess of 30 of these would ultimately deliver in Queensland under licence.

HISTORY

- 1995-1996 - Coal and metalliferous working parties design generic induction
- 1996 - Industry stakeholders informed of the process and outcomes
- Wide industry support at the December 1996 Expo

1997

- Mine owners endorse the process and support the project
- A package developer contracted
- DME request the exploration industry be included
- In excess of 30 deliverers likely to present to the industry
- The packages will be available in the last quarter of 1997 for mines and training providers

TOPICS IN THE GENERIC INDUCTION TRAINING PACKAGES

METALLIFEROUS - (SURFACE) - U/G HAS ADDITIONAL ELEMENTS

TOPIC 1 - Introduction and Mining Overview

- Introduction to the Program
- Overview of the Metalliferous Industry
- Overview of Mining
- Treatment Processing
- Marketing
- Personal Responsibilities

TOPIC 2 - Legislation, Rules and Regulations

- The Mines Regulation Act and its Regulations
- Workplace Health and Safety
- Duty of Care
- Mine Manager's Rules
- Statutory Inspections and Reporting
- Environment

TOPIC 3 - General Safety

- Safety Signage
- Protective Devices/Apparatus
- PPE
- Safe Work Practices
- Communications

TOPIC 4 - Managing Work Hazards

- Electrical Safety
- Mechanical Safety
- Compressed Air Safety
- Hydraulic Safety
- Conveyor Safety
- Working Around Explosives
- Basic Lifting and Slings

TOPIC 5 - Tagging, Isolation, Defect Reports and Permits

- Tagging Procedures
- Isolation Procedures
- Reporting Defects
- Site Permits
- Significant Incident Reports

TOPIC 6 - Traffic Rules

- Driver/Operator Responsibilities
- Appointment of Drivers/Operators
- Pre-Start, Operational, Park Up and Shutdown Procedures
- Traffic Rules
- Mobile Equipment Housekeeping

TOPIC 7 - Emergency Procedures

- Emergency Communication
- Emergency Services Callout
- Emergency Procedure
- First Aid
- Fire Fighting

COAL - (SURFACE) - U/G HAS ADDITIONAL ELEMENTS

TOPIC 1 - Introduction and Mining Overview

- Introduction to the Program
- Overview of the Coal Industry
- Overview of Mining
- Coal Processing
- Marketing

TOPIC 2 - Legislation, Rules and Regulations

- Duty of Care
- The Mining Act
- Work Place Health and Safety
- Manager's Rules
- Statutory Inspections and Reporting

TOPIC 3 - General Safety

- Safety Signage
- Barriers
- PPE
- Safe Work Practices

TOPIC 4 - Managing Work Hazards

- Electrical Safety
- Mechanical Safety
- Compressed Air Safety
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- Working Around Explosives
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**METHOD OF MANAGEMENT OF
GENERIC INDUCTION FOR
QUEENSLAND**

This is an all of industry initiative that has implications beyond meeting obligations. It represents an alignment of many industry groups and interests around the central and basic theme of safe work practices, while at the same time establishing an integrated system, built to industry specifications, with a wide customer audience meant to be the beneficiaries.

These parties to the industry have endorsed the Generic Induction initiative and supported the Queensland Mining ITAB in managing the Project through to implementation stage, followed by ongoing management, monitoring and review of the arrangement:-

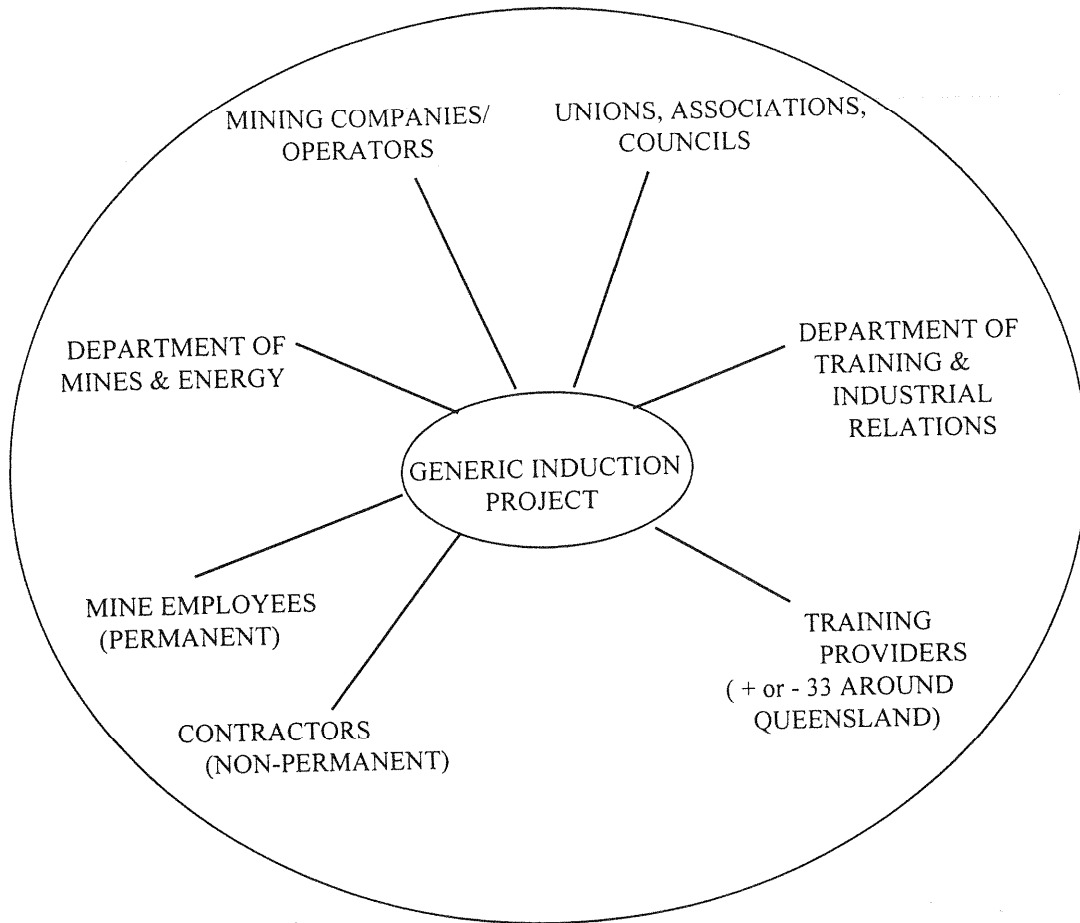


ILLUSTRATION . 1

INDUSTRY PASSPORT

Generic Induction has provision for a PASSPORT. The permanent employees will receive their's when ceasing the employment with their employer.

Contractors will be issued with a PASSPORT at the successful demonstration of Competency following one of the Packages. An Interim PASSPORT will be issued, pending the receipt of an INDUSTRY PASSPORT. The PASSPORT will be VALID FOR 2 YEARS, around which time renewal will be required.

QUEENSLAND MINING INDUSTRY	
Photo	Family Name
	Given Name
	Date of Birth <input type="checkbox"/> M <input type="checkbox"/> F
	Driver's Licence or Medicare Card Number
	Inductee's Signature

INTERIM GENERIC INDUCTION PASSPORT			
COAL		METALLIFEROUS	
SURFACE		SURFACE	
UNDERGROUND		UNDERGROUND	
Date of Induction		Expiry Date	
Training Organisation			
Assessor's Signature			

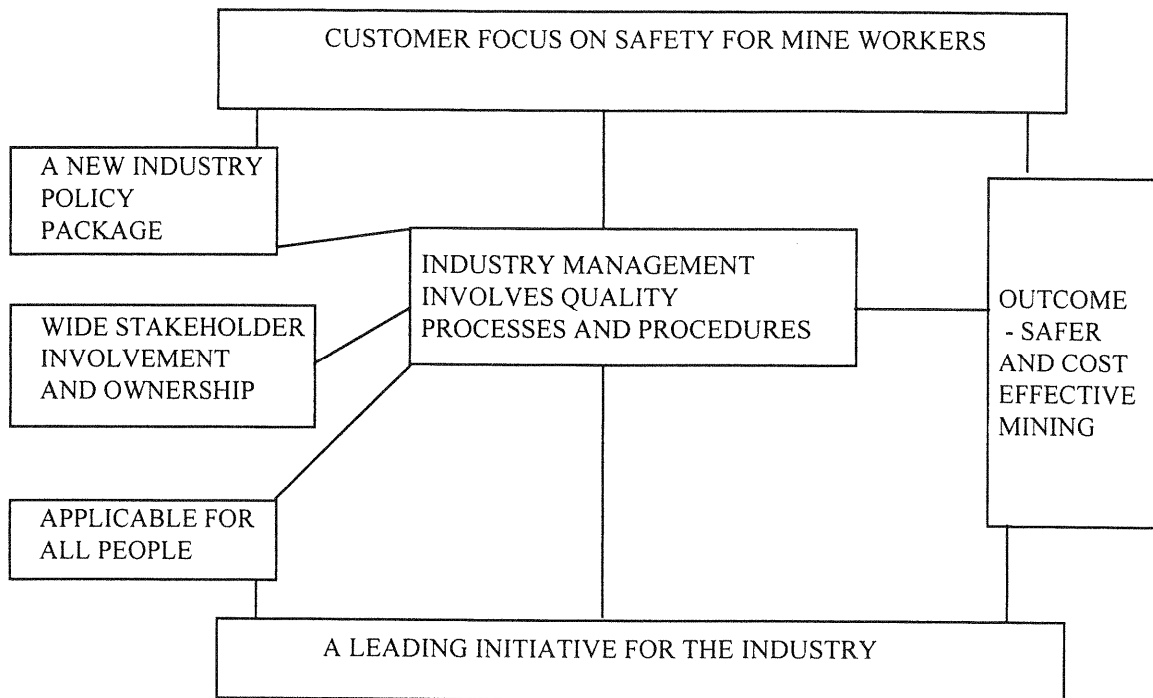
ILLUSTRATION . 2

A QUALITY OUTCOME AND PERFORMANCE LEVEL FOR THE INDUSTRY

The Queensland Mining ITAB has secured Quality Assurance ISO 9001, satisfying State Government requirements in this regard, and enabling training providers and mines to deliver the Package under our auspices. Additionally, the arrangement establishes a audit and monitoring system that

involves mines and other agencies being available to observe the quality and presentation of the Package to non-permanent inductees. All training providers were required to operate under licence to the Queensland Mining ITAB for a year at a time, and agree to meet certain operating conditions.

This is meant to establish the following quality outcome and performance arrangement by way of:-



ADMINISTRATION OF THE SYSTEM

There are two pathways to Generic Induction. One is through a mine, the other is through Preferred Training Provider. In both cases the training can occur on site or off site. In all cases the trainee once assessed as competent qualifies for:-

- A Statement of Attainment
- An Industry Passport (permanent mine workers can receive theirs when terminating at a mine one evidence is provided of assessed as having undertaken Generic Induction)

Mines

Mines will only conduct generic training in accordance with their operations and in order to meet their obligations. Once again it is recommended that Site Specific Induction Training be adjusted once the industry Generic Package is

available at the mine to satisfy the mine that 100% of obligations are met as they are interpreted and applied at the mine. This maintains the independence and character of each mine, while adopting an industry system. The mine and other sources will be provided with brief and simple administrative arrangements to help keep Generic Induction dynamic and current.

If the mine is not a recognised training organisation, then arrangements are required to align with a training organisation that is recognised in order for a Statement of Attainment to be issued.

Preferred Training Providers

These are recognised trainers who have provided evidence of meeting the human and material resource requirements to deliver Generic Induction. They can issue Statements of Attainment. They generally operate in provincial centres, however most of them have mining clients, and

consequently deliver at site. Their method of operation is as follows:

- They had to agree to operate under licence, be subject to audit and meet minimum requirements for 1 year
- Conduct their own marketing, however we alert the industry as to who and where they are
- Accept nominations for their training programs (no more than 12 in each class)
- Deliver the training
- Conduct formal assessment
- Issue Statements of Attainment
- Take photographs of the trainee and provide an INTERIM GENERIC INDUCTION PASSPORT
- Finalise course administration
- Facsimile to the QMITAB relevant details
- Send to the QMITAB additional information including photographs

The Queensland Mining ITAB

The QMITAB will:-

- Receive advice from a variety of sources regarding induction
- Enter relevant data into the System to maintain the integrity and status of inductees
- Issue an INDUSTRY GENERIC INDUCTION PASSPORT to replace the Interim one
- Manage the audit, monitor and review process of the System
- Maintain industry liaison with the parties to the System

ABOUT THE AUTHOR

Ian Johnson is the Executive Director of the Queensland Mining Industry Training Advisory Body.

Ian was Executive Manager - Brisbane and 4 Ports for GRAINCO Queensland. Products shipped, apart from grain, were deadburn magnesia for QMAG, silica sand for ACI and woodchip (with a shipping programme like that there was always someone protesting).

Before that he was the Assistant General Manager - Operations for GRAINCO. In his time at GRAINCO he was involved in waterfront reform, and with management and labour reform to improve operations for harvests, storage and handling and shipping.

Ian was in the Australian Army for 22 years in the artillery. The highlight of which was Chief Executive Officer for the United Nations responsible for the Golan Heights in the Middle East from 1988 - 1990. He has a degree in Economics.