Committed to Excellence in Mining Safety

COMPETENCE, TRAINING AND AWARENESS

MODULE 5

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Competence, Training, and Awareness

1 PURPOSE

This procedure establishes the process of ensuring the competence, training, and awareness of any person performing tasks for your company or on its behalf for the IMS related activities.

2 SCOPE

This procedure applies to all activities within the scope of the IMS

3 RESPONSIBILITY

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>can be an area supervisor, foreman, visitor sponsor</th>
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<tbody>
<tr>
<td>Training Assessor</td>
<td>is a person who is competent to evaluate the effectiveness of training programs</td>
</tr>
<tr>
<td>On-site person performing tasks</td>
<td>refers to a long term contracted service that performs work on-site</td>
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<tr>
<td>On-site person performing tasks</td>
<td>refers to contracted service that comes on site to provide a service, but is located off-site</td>
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<tr>
<td>Director, Environmental Affairs</td>
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<tr>
<td>HSLP Regional Director</td>
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<tr>
<td>Manager</td>
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4 PROCEDURE

General Awareness and Orientation Training

The Training or Health, Safety and Loss Prevention (HSLP) Departments shall conduct or require employees/contractors to undertake a general awareness and orientation training course for all persons performing tasks for it or on its behalf who will be working on the site. Such persons shall be required to complete the training before they start any work activities. The training shall consist of the following:
General Awareness and Orientation Training (Cont.)

1. The importance of conformity with the Statement of Commitment to Safety, Environmental Stewardship and Social Responsibility and all IMS documents.
2. The significant environmental aspects and HSLP risks and related actual or potential impacts associated with their work, and the benefits of improved personal performance.
3. Roles and responsibilities in achieving conformity with the requirements of the IMS.
4. The potential consequences of departure from specified procedures.

HSLP general orientation, shall include the following:

- Description of the operation
- General rules
- General Responsibilities of Employees and Supervisors
- Safety System: HSLP
- High-risk Work (Lock out/Tag Out; Confined Space, Hot Work; Cranes & Lifting; Excavation; working at Heights; Conveyor)
- Housekeeping
- Hand and Power Tools
- Machine Guarding
- Material Handling
- Health Hazards
- Blasting Procedures
- Transportation
- Communication
- Fire Prevention
- Medical programs
- Training
- First Aid
- General Recommendations
- Security Awareness
- Right to say “No”
• Control of Hazardous Materials and Chemicals
• Statement of Commitment
• Spills, Releases, Excess Emissions, and Wildlife Mortality Reporting SOP
• Internal and External Communication Awareness
• Etc

HSLP supervisor training shall include the following:
• Introduction into HSLP
• Introduction to Regulatory Requirements (MSHA)
• Accident/Incident Investigation
• Inspections
• Personal Communications and Safety Meetings
• Task and Behavior Observation
• Emergency Response
• Risk Management
• Industrial Hygiene and Hazardous Materials Management

The sponsor of a visitor or short term contractor shall conduct a visitor orientation, and it shall include the following:
• The guest shall be informed they are required to attend the Visitor Orientation program
• The Visitor Orientation program shall be conducted before the visitor is allowed on site
• Ensure the visitor has appropriate PPE, and shall comply with site rules and regulations while on site
• Be escorted by a competent person the entire time the visitor is on the property

The Operations Training Department or HSLP departments shall annually conduct the following:
• A refresher training course for all persons performing tasks for or on the company’s behalf to refresh safety and environmental knowledge. The refresher training shall meet the applicable requirements of 30 CFR Part 46 or 48 for Surface and Underground Miners and be conducted in accordance with MSHA approved training plan for U.S. operations.
Specific Training

Trainers or area supervisors in the Operations Department shall train employees and contractors based on the following:

- Employers of on-site persons performing tasks on behalf of the company (contractors) that have the potential to cause a significant environmental impact shall train the relevant individuals, using training materials provided by the company, and retain the training records on-site and available.

- Employers of off-site persons performing tasks on behalf of the company (contractors) that have the potential to cause a significant environmental impact shall train the relevant individuals, using training materials developed by the employer but satisfying the company contract requirements and retain the training records. Off-site persons shall have documented evidence of competence available in order to gain access to the company locations.

For HSLP the supervisor shall conduct for each new or transferred employee Site Specific/Hazard Training that will include the following:

- Introduction to local work area Hazard recognition
- Transportation and communications
- Emergency evacuation procedures
- Mandatory health and safety standards
- Area specific hazards
- Accident reporting
- Employee’s responsibilities
- P.P.E. requirements
- Work specific procedures

The supervisor shall provide training before the employee is allowed to work or allowed to obtain a company Identification Badge.

The supervisor shall provide Site Specific /Hazard Training in the work area, and in an environment which ensures the message can be effectively conveyed.

The supervisor shall identify which employees require Specific Safety Training for high risk work (see definitions of specific safety training provided), and shall include the following:

- Supervisors will make arrangements with the Training Department to have their employees receive this training at the workplace or to have them attend the training during regularly scheduled sessions.
Course content will include:

- Control of Hazardous Chemicals
- Basic First Aid
- Fire Prevention
- Energy Isolation
- Work at Heights
- Confined Space
- Electrical Safety
- Cyanide Management Safety
- Ground Control
- Hot Work
- Radiological Safety

Evaluating the Effectiveness of Training Programs for Competence

The HSLP department shall measure and review the training programs for their effectiveness through the following:

- HSLP departments shall assess and document the competency of employees in conducting their work in accordance with information provided in training programs, through written and/or verbal assessments and on-the-job observations
- Trainers and facilitators shall be assessed competent with the appropriate skills and knowledge to deliver the material

Training assessors shall measure and review training programs for their effectiveness through the following:

- Assessing the quality of training delivered (e.g. - use of questionnaires, course evaluations and tests after training)
- Observing and assessing work practices and/or workplaces
- Analyses of accidents/incidents which identify training as a basic or underlying cause
5 DEFINITIONS

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<tr>
<th>TERM</th>
<th>DEFINITION</th>
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<tr>
<td>Competence</td>
<td>Demonstrated ability to apply knowledge and skills</td>
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6 REFERENCES/ ASSOCIATED DOCUMENTS

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<thead>
<tr>
<th>DOCUMENT NUMBER</th>
<th>DOCUMENT TITLE OR INFORMATION SOURCE</th>
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<tr>
<td>CORESafety Module 5</td>
<td>Training &amp; Competence</td>
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