



Operation: Date:

Reviewed by (Mine Rep): Reviewed by (CS):

1 Resources		TCMS Reference
1.1	The Training and Competence Management Scheme (TCMS) must describe the provision of adequate training and assessment resources commensurate with the size and nature of the coal operation.	
1.2	The TCMS must describe how the coal operation provides for specialist qualified training and / or assessment advice and services where these services cannot be provided in-house	

2 Responsibilities and Accountability		TCMS Reference
2.1	The TCMS must define the roles / responsibilities / accountabilities of:	n/a
2.1.1	the person (or persons) responsible for:	
	a. managing the training and competence systems at the coal operation	
	b. reporting on the performance of training and assessment at the coal operation; and;	
	c. reviewing and improving the TCMS.	
2.1.2	trainers	
2.1.3	assessors	
2.1.4	mentors / coaches (if used at the coal operation)	
2.1.5	co-assessors / content experts (if used at the coal operation)	
2.1.6	the person (or persons) responsible for the competencies of contractors.	

3 Training and Competence		TCMS Reference
3A Training Needs Analysis		
3.1	The TCMS must describe a Training Needs Analysis (TNA) process to determine the competencies required to safely undertake all processes and activities performed at the coal operation. This must include describing how the TNA is:	n/a
3.1.1	developed in consultation with relevant coal operation personnel, and	
3.1.2	regularly reviewed and updated	
3.2	The TNA must include as a minimum:	n/a
3.2.1	required qualifications for specific positions	
3.2.2	specific training on the safety management system at the coal operation	
3.2.3	all machine/plant/process operation skills / competencies used at the coal operation	
3.2.4	specific pre-requisites and training for supervisors.	

3 Training and Competence 3B Competency Standards		TCMS Reference
3.3	Where available, recognised units of competency from endorsed Industry Training Packages should be used for training and assessment.	
3.4	The TCMS must describe:	
3.4.1	the competency requirements for persons who <u>develop training and assessment materials</u> , or who <u>oversee the development of training and assessment materials</u>	
3.4.2	the competency requirements for persons who <u>perform training and/or assessments</u> at the coal operation (i.e. workplace trainers and assessors)	

3 Training and Competence 3C Induction Training & Assessment		TCMS Reference
3.5	The TCMS must describe the <u>induction</u> training and assessment process at the coal operation, including:	
3.5.1	induction for visitors and new workers (addressing all relevant categories of “workers”, including contractors)	
3.5.2	the types of site inductions – e.g. surface, CHPP, underground accompanied, underground unaccompanied, etc.	
3.5.3	how each worker is ‘ <i>given information, training and instruction on the safety management system for the mine that is designed to provide the worker with knowledge of all relevant aspects of the safety management system</i> ’ before commencing work at the operation (WHS (Mines and Petroleum Sites) Regulation 2014 – cl. 105)	
3.5.4	how workers are ‘ <i>trained in relation to the emergency plan</i> ’ before commencing work at the operation (WHS (Mines and Petroleum Sites) Regulation 2014 – cl. 95 (a))	
3.5.5	requirements for re-induction or refresher induction training.	

3 Training and Competence 3D Training required by Legislation		TCMS Reference
3.6	The TCMS must describe the training and assessment process for <u>all workers</u> in relation to the following requirements in the WHS (Mines and Petroleum Sites) Regulation 2014 – clause 104 (2) & (3):	
3.6.1	<i>hazards associated with the work being carried out by the worker</i> , - cl. 104 (2) (a)	
3.6.2	<i>the implementation of risk control measures relating to the work being carried out by the worker, including controls in relation to fatigue, the consumption of alcohol and the use of drugs</i> , - cl. 104 (2) (b)	
3.6.3	<i>the content and implementation of the relevant parts of the safety management system for the mine</i> , - cl. 104 (2) (c)	
3.6.4	<i>the emergency plan for the mine</i> , - cl. 104 (2) (d)	
3.6.5	<i>the safety role for workers implemented under clause 120</i> - cl. 104 (2) (e).	
3.6.6	<i>ensur(ing) that each worker ... is trained, and is competent, in basic risk management techniques used at the mine having regard to the nature of the work carried out by the worker</i> - cl. 104 (3).	



3 Training and Competence 3E Emergency Response Training & Assessment		TCMS Reference
3.7	The TCMS must describe how the coal operation ensures that the following matters are addressed in relation to <u>emergency procedures and the operation's emergency plan</u> :	
3.7.1	<i>"an adequate number of persons (are) trained in the use of rescue equipment ..."</i> WHS (Mines and Petroleum Sites) Regulation 2014 – clause 88 (2) (a) (iv)	
3.7.2	<u>for underground mines only</u> - <i>"workers who may need to use exits are provided with sufficient training and instruction so as to be made familiar with those exits"</i> WHS (Mines and Petroleum Sites) Regulation 2014 – clause 96 (5) (c)	
3.7.3	<u>for underground mines only</u> - that a person who is to go underground <i>"is trained in the use of and is able to use, the self-rescuer provided"</i> WHS (Mines and Petroleum Sites) Regulation 2014 – clause 100 (2)	
3.7.4	<u>for underground mines only</u> - the criteria used to determine that "surface contacts" have the competence to perform the specific functions, as outlined in WHS (Mines and Petroleum Sites) Regulation 2014 – clause 102 <i>Competent persons at surface</i> - (b) to (d)	
3.7.5	<i>"the minimum mines rescue training to be provided"</i> WHS (Mines and Petroleum Sites) Regulation 2014 – Schedule 7 <i>Matters to be included in emergency plan for a mine</i> – cl. 4 (3) (a)	
3.7.6	<i>"...details of the persons having the competency to fight fires and to train others in fire fighting"</i> WHS (Mines and Petroleum Sites) Regulation 2014 – Schedule 7 <i>Matters to be included in emergency plan for a mine</i> – cl. 5 (4)	
3.7.7	<i>"...appointing and training competent people to be responsible for the control of emergency situations"</i> - NSW Code of Practice: Safety management systems in mines – NSW Mine Safety, February 2015, p. 26	

3 Training and Competence 3F Supervisor and Manager Training & Assessment		TCMS Reference
3.8	The TCMS must describe the process to:	
3.8.1	verify qualifications and provide specific training and assessment to <i>"ensure that any individual who is nominated to exercise a statutory function at the mine is ... capable of exercising, the statutory function"</i> (WHS (Mines and Petroleum Sites) Regulation 2014 – cl. 137 (2))	
3.8.2	provide formal training and assessment to <u>all managers and supervisors</u> on the components of the coal operation's Safety Management System relevant to their role, including their specific roles/ responsibilities/ accountabilities detailed in all elements of the Safety Management System	
3.8.3	develop, assess and/or verify the competence of <u>all supervisors</u> (including mining supervisors) in Associated Non-Technical Skills.	

3 Training and Competence 3G Training & Assessment - General Requirements	TCMS Reference
3.9 The TCMS must describe:	
3.9.1 training and assessment of inexperienced workers (i.e. workers who are new to the coal mining industry)	
3.9.2 recognition of current competency (RCC) and/or recognition of prior learning (RPL)	
3.9.3 assessment of competence following skills training	
3.9.4 the requirement for the trainee and assessor (and co-assessor if utilised) to sign all completed assessments	
3.9.5 how a person assessed as “not yet competent” is given the opportunity to become competent	
3.9.6 the process for authorisation / appointment / nomination, or other record following assessment of competence	
3.9.7 how language, literacy and numeracy issues are addressed in training and assessment.	
3 Training and Competence 3H WHS Representative Training	TCMS Reference
3.10 The TCMS must describe how the coal operation implements:	
3.10.1 training of safety and health representatives (includes <i>site safety and health representatives</i> , and/or <i>electrical safety and health representatives</i>) – as per section 45 of the WHS (Mines and Petroleum Sites) Act 2013	
3.10.2 (if required) training of health and safety representatives in an approved course of training in work health and safety - as per the Work Health and Safety Act 2011 - section 72	
3 Training and Competence 3I Review of Training and Assessment and Follow-up Training	TCMS Reference
3.11 The TCMS must describe:	n/a
3.11.1 how training and assessment (including induction training) is reviewed and as necessary revised, and	
3.11.2 review of training and assessment for these “trigger events”:	
3.11.2.1 when new work processes, fixed plant / mobile equipment, technology, materials / substances, and/or work procedures are revised or being introduced	
3.11.2.2 when significant revisions are made to key elements of the safety management system (e.g. management plans, procedures, TARPs, etc.)	
3.11.2.3 when near misses or incidents / accidents occur and training is identified as a contributing factor to the incident	
3.11.2.4 ‘as soon as is reasonably practicable after any significant revision to the (emergency) plan’ (WHS (Mines and Petroleum Sites) Regulation 2014 – cl. 95 (b)).	
3.11.2.5 following changes to legislation and/or other significant “trigger events”.	
3.11.3 follow-up re-training and/or re-assessment following any revision to training/assessment materials.	

3 Training and Competence 3J Maintenance of Competence/ Re-assessment	TCMS Reference
3.12 The TCMS must describe: 3.12.1 the process used for re-assessment to ensure ongoing safe performance of a task or skill	
3.12.2 the process used to determine the interval between successive re-assessments	
3.13 The TCMS must describe the process for Maintenance of Competence for all individuals nominated to exercise a statutory function at the coal operation (note - <i>statutory functions</i> and <i>requirements for nomination to exercise the statutory function</i> are listed in the WHS (Mines and Petroleum Sites) Regulation 2014, Schedule 10 <i>Statutory functions</i>).	
3.14 The TCMS must describe the process for Maintenance of Competence for all individuals nominated to exercise a statutory function at the coal operation <u>who are required to have a Practising Certificate</u> , as per the NSW Resource Regulator's requirements.	
3.15 The TCMS must describe how the coal operation provides for, and maintains records of, the on-going Maintenance of Competence for persons who <u>perform training and/or assessments</u> at the coal operation (i.e. workplace trainers and assessors).	
4 Consultation and Communication	TCMS Reference
4.1 The TCMS must describe the processes in place for consultation and communication on training, assessment and competency issues at the coal operation. This must include consultation when:	
4.1.1 developing and reviewing the TCMS,	
4.1.2 developing and reviewing any Training Needs Analysis (TNA) – as required in section 3A of this Guideline	
4.1.3 making decisions about the procedures for providing information and training for workers (NSW Work Health and Safety Act 2011 s. 49 (e) (v)).	
5 Documentation and Document Control	TCMS Reference
5.1 The TCMS must:	
5.1.1 be detailed in a separate document	
5.1.2 define the procedures and processes for the key training and assessment activities at the coal operation	
5.1.3 describe a process for controlling training and assessment documentation which is consistent with the Document Control system for the coal operation	
5.1.4 provide direction to related documentation, including relevant Management Plans, standards, procedures, etc.	
5.2 The controlled copy of the TCMS used by the coal operation must be the latest version of the TCMS approved by Coal Services.	

6 Measurement and Evaluation		TCMS Reference
6.1	The TCMS must describe how the coal operation:	n/a
6.1.1	establishes goals and objectives for training and assessment activities, and	
6.1.2	measures the effectiveness of training and assessment activities.	
7 Records and Record Management		TCMS Reference
7.1	The TCMS must describe the system for the maintenance and storage of training and assessment records (including records of induction training), and must include:	
7.1.1.	paper or electronic (or both) record of each worker's training, assessments, re-assessments, and the currency of their competencies	
7.1.2	while a worker remains engaged at the operation, how training and assessment records are: <ul style="list-style-type: none"> a) stored; b) maintained; c) retrieved; and d) accessed by authorised personnel 	
7.1.3	on request, providing a copy of training and assessment records to a worker (cl. 108 of the WHSMPS Regulation 2014).	
7.1.4	defining the period that records are preserved;	
7.1.5	procedures for archiving and disposing of training and assessment records.	
8 Audit		TCMS Reference
8.1	The Training and Competence Management Scheme (TCMS) must describe:	
8.1.1	internal auditing of the TCMS at regular intervals not exceeding three (3) years	
8.1.2	the minimum qualifications and/or experience of persons conducting internal audits of the TCMS	
8.1.3	auditing of training and assessment records to determine their accuracy	
8.1.4	compliance auditing of the coal operation's approved training scheme from time to time by representatives of Coal Services	
8.1.5	how actions from audits are tracked and implemented (both internal and Coal Services audits)	
8.1.6	how information on the results of audits is communicated to management and workers.	
9 Management Review		TCMS Reference
9.1	The TCMS must describe the process of reviewing the TCMS to ensure its continuing suitability, adequacy and effectiveness. As a minimum, this must state that the TCMS will be reviewed within 12 months of the commencement of mining operations at the operation and at least once every 3 years after that.	