



TCMS Approval Issues

Process - TCMS Review and Approval

General Comments

Common Issues

Questions and Answers

PROCESS TCMS Review and Approval

1. Coal mine submits revised TCMS and Mapping
2. Officer of Coal Services reviews TCMS against Guideline – generally this is done by 2 officers
3. If there are issues to be addressed, feedback / comments are sent to the coal mine
4. (as many times as required) Repeat steps 2 and 3
5. When TCMS fully complies with Guideline, recommendation for approval is prepared
6. Approval is delegated by the Coal Services Board to the GM Regulation and Compliance
7. Once step 5 is reached, approved TCMS is generally sent to the coal mine within a week

General Comments

- TCMS complexity:
 - most TCMS's are more complicated than necessary and contain information that is not required by the Guideline
 - a few mines have simpler TCMS's, either:
 - based on the Guideline clauses, or
 - using a standard SMS template that references related documents
 - Idea of a template provided as an Appendix to Guideline – discussion point at end
- Mapping document (TCMS against the Order 34 Guideline clauses):
 - is quite often inaccurate
 - please check before submitting TCMS for approval

Common Issues



3B Competency Standards

3.4 The TCMS must describe:

- 3.4.1 the competency requirements for persons who develop training and assessment materials, or who oversee the development of training and assessment materials.



3C Induction Training & Assessment

3.5 The TCMS must describe the induction training **and assessment** process at the coal operation, including:

- 3.5.1, 3.5.2
- 3.5.3 **before commencing work at the operation**, how each worker is ‘*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*’
- 3.5.4 **before commencing work at the operation**, how workers are ‘*trained in relation to the emergency plan*’

3D Training required by Legislation

3.6 The TCMS must describe the training and assessment process for all workers in relation to the following requirements in the WHS (Mines and Petroleum Sites) Regulation 2014 – clause 104 (2) & (3):

- 3.6.1 **hazards associated with the work** being carried out by the worker, - cl. 104 (2) (a)
- 3.6.2 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**, - cl. 104 (2) (b)



3F Supervisor and Manager Training & Assessment

3.8 The TCMS must describe the process to:

- 3.8.1 **verify qualifications** and provide specific training and assessment to “*ensure that any individual who is nominated to exercise a statutory function at the mine is ... capable of exercising, the statutory function*” (WHS (Mines and Petroleum Sites) Regulation 2014 – cl. 137 (2))
- 3.8.2
- 3.8.3 develop, **assess and/or verify the competence** of all supervisors (including mining supervisors) in Associated Non-Technical Skills.

3H WHS Representative Training

3.10 The TCMS must describe how the coal operation implements:

- 3.10.1 training of **safety and health representatives** (includes *site safety and health representatives*, and/or *electrical safety and health representatives*) – 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.

Note:

- SHR's covered in WHSMPS Act 2013
- HSR's covered in WHS Act 2011

3I Review of Training and Assessment and Follow-up Training



Coal Services

3.11 The TCMS must describe:

- 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 - 3.11.2.3
 - 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
- 3.11.3 **follow-up re-training and/or re-assessment following any revision to training/assessment materials.**

3J Maintenance of Competence / Reassessment

- 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 - *statutory functions* and *requirements for nomination to exercise the statutory function* are listed in the WHS (Mines and Petroleum Sites) Regulation 2014, Schedule 10 *Statutory functions*).
- 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 **who are required to have a Practising Certificate**, as per the NSW Resource Regulator's requirements.

Statutory Functions (Schedule 10 of WHSMPS Reg. 2014) and Practising Certificates (PC)



Underground Coal Mines		Coal Mines other than Underground Mines	
Mining Engineering Manager	PC	Mining Engineering Manager	PC
Electrical Engineering Manager	PC	Open Cut Examiner	PC
Mechanical Engineering Manager	PC	Mining Surveyor	
Undermanager	PC	Electrical Engineer	PC
Ventilation Auditor	PC	Mechanical Engineer	PC
Ventilation Officer	PC	Qualified Electrical Tradesperson	
Dust Explosion Control Measures Auditor	PC	Qualified Mechanical Tradesperson	
Deputy	PC		
Mining Surveyor			
Fire Officer			
Roadway Dust Sampler			
Qualified Electrical Tradesperson			
Qualified Mechanical Tradesperson			

3J Maintenance of Competence / Reassessment (cont'd)

- 3.13 The TCMS must describe the process for ***Maintenance of Competence*** for **all individuals nominated to exercise a statutory function** - this covers:
 - **All 13** statutory functions at an underground coal mine
 - **All 7** statutory functions at coal mines other than underground mines
- 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 **who are required to have a Practising Certificate**, - this covers:
 - 8 statutory functions at an underground coal mine
 - 4 statutory functions at coal mines other than underground mines

Note – the TCMS should describe what the mine is doing to support MoC activities for PC holders

cl. 135 Definition

key statutory functions means the following statutory functions:

- (a) mining engineering manager,
- (b) electrical engineering manager,
- (c) mechanical engineering manager,
- (d) electrical engineer,
- (e) mechanical engineer,
- (f) quarry manager,
- (g) ventilation officer.

KEY Statutory Functions do not relate to training or competency issues. The term is not relevant in a TCMS.

cl. 137 Obligations on mine operator

- (3) The mine operator of a mine must ensure that not more than one individual is nominated to exercise a key statutory function at the mine.

6. Measurement and Evaluation

6.1 The TCMS must describe how the coal operation:

- 6.1.1 **establishes goals and objectives** for training and assessment activities, and
- 6.1.2 **measures the effectiveness** of training and assessment activities.



Example of Goals / Objectives and Measurement / Evaluation



Goals / Objectives	Measure Effectiveness
TNA for all roles at mine	Training carried out according to the TNA
Sufficient competent workers to meet production needs	Number of production delays caused by lack of competent workers
Training and assessment is resulting in task competency	Evaluation of results of training and assessment
PTO's assess quality of training and assessment	Number of PTO's identifying training issues
Training and assessment documents are reviewed and current	Number of non-reviewed training and assessment documents
Training records are accurate	Number / % of inaccurate training records

- Feedback on idea of a Template in the next Guideline (due July 2021)?
 - a TCMS template provided as an Appendix to Guideline 2021
 - could still use corporate document and map against Guideline
 - or fill in the blanks in the template provided
- **Questions?**