TCMS to Order 34 Guideline 2024

Mapping Document

Review against Guideline and submit with TCMS application

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| Operation Name: |  |
| Scope of Operations Covered by TCMS | Select all at Apply:  Underground Mine  Open Cut Mine  Coal Handling Preparation Plant |

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| Reviewed By:  (Mine Representatives) |  |
| Date: | Click or tap to enter a date. |

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| Submitted By:  (Mine Representative) |  |
| Date: | Click or tap to enter a date. |

*The following table to be completed by Coal Services:*

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| *Reviewed By:*  *(Coal Services)* |  |
| *Date Received:* | *Click or tap to enter a date.* |
| *Date Reviewed:* | *Click or tap to enter a date.* |

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# LEADERSHIP AND COMMITMENT

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| A1 Resources | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| 1. the provision of adequate training and assessment personnel and resources commensurate with the size and nature of the coal operation   *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section* |  |  |  |
| 1. how the coal operation provides for specialist qualified training and / or assessment advice and services where these services cannot be provided in-house |  |  |  |

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| A2 Responsibilities and Accountability | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| The TCMS must define the roles / responsibilities / accountabilities of: | | | |
| 1. the person (or persons) responsible for: | | | |
| 1. managing the training and competence systems at the coal operation |  |  |  |
| 1. reporting on the performance of training and assessment at the coal operation |  |  |  |
| 1. reviewing and improving the TCMS. |  |  |  |
| 1. trainers |  |  |  |
| 1. assessors |  |  |  |
| 1. mentors / coaches (if used at the coal operation) |  |  |  |
| 1. co-assessors / content experts (if used at the coal operation) |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for definitions of trainers, assessors, mentors / coaches & co-assessors / content experts* | | | |
| 1. the person (or persons) responsible for the competencies of contractors |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section* | | | |

# TRAINING AND COMPETENCE

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| B1 Competency Standards | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| 1. Where available, recognised units of competency from endorsed Industry Training Packages should be used as the minimum standard for training and assessment   *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section* |  |  |  |
| 1. The TCMS must describe: | | | |
| 1. the competency requirements for persons who develop training and assessment materials, or who oversee the development of training and assessment materials.   Note - the minimum requirements are:   * + 1. a diploma or higher level qualification in adult education, OR     2. TAE40122 Cert. IV in Training and Assessment, OR     3. TAE40116 Cert. IV in Training and Assessment, OR     4. TAE40110 Cert. IV in Training and Assessment (*see Note 1 in the guidance notes in the full copy of the Order 34 Guideline 2024*), OR     5. any endorsed qualification replacing TAE40122. |  |  |  |
| 1. the competency requirements for workplace trainers and assessors.   Note - the minimum requirements are:   * + 1. specific units of competency or Skill Sets from BSZ40198 (*see Note 2 in the guidance notes in the full copy of the Order 34 Guideline 2024*), or TAA40104, or TAE40110, or TAE40116, or TAE40122 OR     2. specific units of competency or Skill Sets from any subsequent endorsed qualification which replaces TAE40122, OR     3. specific training and assessment units of competency and/or modules from a VET accredited course that has been confirmed by the National VET Regulator as compliant with the Standards for VET Accredited Courses 2012 and the Australian Qualifications Framework (AQF). |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section* | | |  |

B. TRAINING AND COMPETENCE

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| B2 Training Needs Analysis | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| 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: | | | |
| 1. developed in consultation with relevant coal operation personnel, and |  |  |  |
| 1. regularly reviewed and updated |  |  |  |
| 1. The TNA must include as a minimum: | | | |
| 1. required qualifications for specific positions   *see full copy of the Order 34 Guideline 2024 for additional guidance notes* |  |  |  |
| specific training on the safety management system at the coal operation  *see full copy of the Order 34 Guideline 2024 for additional guidance notes* |  |  |  |
| 1. all machine/plant/process operation skills / competencies used at the coal operation |  |  |  |
| 1. specific pre-requisites and training for supervisors. |  |  |  |
| 1. first aid roles and competencies required at the operation.   *see full copy of the Order 34 Guideline 2024 for additional guidance notes* |  |  |  |

B. TRAINING AND COMPETENCE

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| B3 Induction Training & Assessment | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| 1. The TCMS must describe the induction training and assessment process at the coal operation, including: | | | |
| 1. induction for visitors and new workers (addressing all relevant categories of “workers”, including contractors) |  |  |  |
| 1. the types of site inductions – e.g. surface, CHPP, underground accompanied, underground unaccompanied, etc. |  |  |  |
| 1. **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’ -WHS(MPS) Reg. s 108 |  |  |  |
| 1. **before commencing work at the operation**, how workers are ‘trained in relation to the emergency plan’ - WHS(MPS) Reg. – s. 98 (a) |  |  |  |
| 1. requirements for re-induction or refresher induction training. |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section* | | |  |

B. TRAINING AND COMPETENCE

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| B4 Emergency Response Training & Assessment | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| The TCMS must describe how the coal operation ensures that the following matters are addressed in relation to emergency procedures and the operation’s emergency plan: | | | |
| 1. “an adequate number of persons (are) trained in the use of rescue equipment …” - WHS(MPS) Reg. – s 91 (2) (a) (iv) |  |  |  |
| 1. for underground mines only - “workers who may need to use exits are provided with sufficient training and instruction so as to be made familiar with those exits” - WHS(MPS) Reg. – s 99 (5) (c) |  |  |  |
| 1. for underground mines only - that a person who is to go underground “is trained in the use of and is able to use, the self-rescuer provided” - WHS(MPS) Reg. s 103 (2) see full copy of the Order 34 Guideline 2024 for additional guidance notes |  |  |  |
| 1. for underground mines only - the criteria used to determine that “surface contacts” have the competence to perform the specific functions, as outlined in WHS(MPS) Reg. – s 105 Competent persons at surface - (b) to (d) |  |  |  |
| 1. “the minimum mines rescue training to be provided” - WHS(MPS) Reg. – Schedule 7 Matters to be included in emergency plan for a mine – s 4 (3) (a) |  |  |  |
| 1. “…details of the persons having the competency to fight fires and to train others in fire fighting” - WHS(MPS) Reg. – Schedule 7 Matters to be included in emergency plan for a mine – s 5 (4) |  |  |  |
| 1. “…appointing and training competent people to be responsible for the control of emergency situations” - NSW Code of Practice: Safety management systems in mines – NSW Mine Safety, February 2015, p. 26 |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for a copy of the referenced legislation sections in this section* | | | |

B. TRAINING AND COMPETENCE

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| B5 WHS Representative Training | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| 1. The TCMS must describe how the coal operation implements: | | | |
| 1. training of safety and health representatives (includes site safety and health representatives, and/or electrical safety and health representatives) – as per the WHS(MPS) Act s. 45 |  |  |  |
| 1. (if required) training of health and safety representatives in an approved course of training in work health and safety - as per the WHS Act s. 72   *see full copy of the Order 34 Guideline 2024 for additional guidance notes* |  |  |  |

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| B6 Supervisor and Manager Training & Assessment | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| 1. The TCMS must describe the process to: | | | |
| 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(MPS) Reg. – s 133(2) |  |  |  |
| 1. provide formal training and assessment to all managers and supervisors on the components of the coal operation’s SMS relevant to their role, including their specific roles/ responsibilities/ accountabilities detailed in all elements of the SMS |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for a copy of the referenced legislation sections in this section* | | | |

B. TRAINING AND COMPETENCE

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| B7 Training & Assessment - General Requirements | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| 1. The TCMS must describe: | | | |
| 1. training and assessment of inexperienced workers (i.e. workers who are new to the coal mining industry) |  |  |  |
| 1. recognition of current competency (RCC) and/or recognition of prior learning (RPL) |  |  |  |
| 1. assessment of competence following skills training |  |  |  |
| 1. the requirement for the trainee and assessor (and co-assessor if utilised) to sign all completed assessments |  |  |  |
| 1. how a person assessed as “not yet competent” is given the opportunity to become competent |  |  |  |
| 1. the process for authorisation / appointment / nomination, or other record following assessment of competence |  |  |  |
| 1. how language, literacy and numeracy issues are addressed in training and assessment. |  |  |  |

B. TRAINING AND COMPETENCE

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| B8 Training Required by Legislation | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| 1. The TCMS must describe the training and assessment process for all workers in relation to the following requirements in the WHS(MPS) Reg. – s 107 (2) & (3): | | | |
| 1. hazards associated with the work being carried out by the worker, - s 107 (2) (a) |  |  |  |
| 1. 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, - s 107 (2) (b) |  |  |  |
| 1. the content and implementation of the relevant parts of the safety management system for the mine, - s 107 (2) (c) |  |  |  |
| 1. the emergency plan for the mine, - s 107 (2) (d) |  |  |  |
| 1. the safety role for workers implemented under section 114 - s 107 (2) (e)   *see full copy of the Order 34 Guideline 2024 for additional guidance notes* |  |  |  |
| 1. 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 - s 107 (3). |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for a copy of the referenced legislation sections in this section* | | | |

B. TRAINING AND COMPETENCE

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| B9 Re-assessment / Maintenance of Competence | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| The TCMS must describe: | | | |
| 1. For all skills and competencies at the coal operation: |  |  |  |
| 1. the process used for re-assessment to ensure ongoing safe performance of a task or skill |  |  |  |
| 1. the process used to determine the interval between successive re-assessments |  |  |  |
| 1. For all individuals nominated to exercise a statutory function, the retraining / reassessment process to ensure that competence is maintained |  |  |  |
| 1. For all individuals nominated to exercise a statutory function who are required to have a Practising Certificate (PC), the support provided to PC holders to assist them to meet the NSW Resources Regulator’s Maintenance of Competence Scheme requirements |  |  |  |
| 1. How the coal operation maintains the competence of workplace trainers and assessors |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section* | | |  |

B. TRAINING AND COMPETENCE

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| B10 Revision of Training and Assessment and Gap Training | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| The TCMS must describe: | | | |
| 1. how training and assessment (including induction training) is reviewed and as necessary revised, and |  |  |  |
| 1. review of training and assessment for these “trigger events”: | | | |
| 1. when new work processes, fixed plant / mobile equipment, technology, materials / substances, and/or work procedures are revised or being introduced |  |  |  |
| 1. when significant revisions are made to key elements of the safety management system (e.g. management plans, procedures, TARPs, etc.) |  |  |  |
| 1. when near misses or incidents / accidents occur, and training is identified as a contributing factor to the incident |  |  |  |
| 1. ‘as soon as is reasonably practicable after any significant revision to the (emergency) plan’ - WHS(MPS) Reg. – s 98 (b) |  |  |  |
| 1. following changes to legislation and/or other significant “trigger events” |  |  |  |
| 1. follow-up information and/or gap training following revision to training/assessment materials. |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section* | | | |

# CONSULTATION AND COMMUNICATION

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| C Consultation and Communication | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| 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: | | | |
| 1. developing and reviewing the TCMS |  |  |  |
| 1. developing and reviewing any Training Needs Analysis (TNA) – as required in section 4.1.1 of this Guideline |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section* | | | |

# DOCUMENTED INFORMATION

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| D1 Documents | **TCMS Section** | **Page #** | **CS**  **🗸** |
| 1. The TCMS must: | | | |
| 1. be detailed in a separate document | Insert name and document # of TCMS | |  |
| 1. detail the names and types of operations covered by the TCMS   – e.g. Underground, Open Cut, CHPP |  |  |  |
| 1. define the procedures and processes for the key training and assessment activities at the coal operation |  |  |  |
| 1. describe a process for controlling training and assessment documentation which is consistent with the Document Control system for the coal operation |  |  |  |
| 1. provide direction to related documentation, including relevant management plans, standards, procedures, etc. |  |  |  |
| 1. The controlled copy of the TCMS used by the coal operation must be the latest version of the TCMS approved by Coal Services. |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section* | | | |

D. DOCUMENTED INFORMATION

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| D2 Records | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| 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: | | | |
| 1. paper or electronic (or both) record of each worker’s training, assessments, re-assessments, and the currency of their competencies |  |  |  |
| 1. while a worker remains engaged at the operation, how training and assessment records are:    * 1. stored;      2. maintained;      3. retrieved; and      4. accessed by authorised personnel |  |  |  |
| 1. on request, providing a copy of training and assessment records to a worker - (WHS(MPS) Reg. s 111) |  |  |  |
| 1. defining the period that records are preserved; |  |  |  |
| 1. procedures for archiving and disposing of training and assessment records. |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section.* | | |  |

# PERFORMANCE EVALUATION

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| E1 Measurement and Evaluation | **TCMS Section(s)** | **Page #** | **CS**  **🗸** |
| 1. The TCMS must describe the process(es) for monitoring, analysis and performance evaluation of training and assessment activities, including: | | | |
| 1. goals and objectives for training and assessment activities; and |  |  |  |
| 1. monitoring and measuring progress towards achievement of the goals and objectives; and |  |  |  |
| 1. specific indicators to evaluate the effectiveness of training and assessment activities, and |  |  |  |
| 1. system improvements based on performance evaluation. |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section.* | | | |

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| E2 Audit | **TCMS Section** | **Page #** | **CS**  **🗸** |
| 1. The Training and Competence Management Scheme (TCMS) must describe: | | | |
| 1. internal auditing of the TCMS at least once during the approval period of the TCMS   *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section* |  |  |  |
| 1. the minimum qualifications and/or experience of persons conducting internal audits of the TCMS |  |  |  |
| 1. auditing of training and assessment records to determine their accuracy |  |  |  |
| 1. compliance auditing of the coal operation’s approved training scheme from time to time by representatives of Coal Services |  |  |  |
| 1. how actions from audits are tracked and implemented (external, internal and Coal Services audits) |  |  |  |
| 1. how information on the results of audits is communicated to management and workers. |  |  |  |

E. PERFORMANCE EVALUATION

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| E3 Management Review | **TCMS Section** | **Page #** | **CS**  **🗸** |
| 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. |  |  |  |
| *see full copy of the Order 34 Guideline 2024 for additional guidance notes for this section* | | |  |