



Resources Safety & Health
Queensland

Recognised Standard 11

Training in coal mines

Version 2.0

Resources Safety and Health Queensland

Coal Mining Safety and Health Act 1999

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Recognised standards.

This document is issued in accordance with **PART 5—RECOGNISED STANDARDS** and section 37(3) of the *Coal Mining Safety and Health Act 1999*.

PART 5 - RECOGNISED STANDARDS

71 Purpose of recognised standards

A standard may be made for safety and health (a “recognised standard”) stating ways to achieve an acceptable level of risk to persons arising out of coal mining operations.

72 Recognised standards

- (1) The Minister may make recognised standards.
- (2) The Minister must notify the making of a recognised standard by gazette notice.
- (3) The CEO must publish on a Queensland government website each recognised standard and any document applied, adopted or incorporated by the standard.
- (4) In this section—
Queensland government website means a website with a URL that contains ‘qld.gov.au’, other than the website of a local government

73 Use of recognised standards in proceedings

A recognised standard is admissible in evidence in a proceeding if—

- (a) the proceeding relates to a contravention of a safety and health obligation imposed on a person under part 3; and
- (b) it is claimed that the person contravened the obligation by failing to achieve an acceptable level of risk; and
- (c) the recognised standard is about achieving an acceptable level of risk.

PART 3 - SAFETY AND HEALTH OBLIGATIONS

37 How obligation can be discharged if regulation or recognised standard made

- (3) if a recognised standard states a way or ways of achieving an acceptable level of risk, a person discharges the person’s safety and health obligation in relation to the risk only by—
 - (a) adopting and following a stated way; or
 - (b) adopting and following another way that achieves a level of risk that is equal to or better than the acceptable level.

Where a part of a recognised standard or other normative document referred to therein conflicts with the *Coal Mining Safety and Health Act 1999* or the Coal Mining Safety and Health Regulation 2017, the Act or Regulation takes precedence.

This recognised standard is issued under the authority of the Minister for Resources.

[Gazetted 21 July 2023]

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1. Introduction

The purpose of this standard is to assist sites to establish and maintain a training scheme that includes processes for identifying and delivering competent, safe, and effective work teams.

Reference is made to the Coal Mining Safety and Health Regulation 2017 (Chapter 2, Part 11), with the key objectives as follows:

- Personnel have the appropriate knowledge and skills to perform their tasks effectively and safely;
- Activities requiring technical certification are carried out only by suitably certified people;
- Appropriate inductions are conducted for coal mine workers, and visitors at appropriate levels and intervals;
- Refresher training is conducted at appropriate intervals;
- Verification of competencies via assessment and record keeping;
- Appointment of trainers and assessors, who hold the required competencies;
- Regular review (at least 12 monthly) of training plans to make certain current needs are adequately covered;
- Applying competency standards, where required in training and assessment processes;
- Incorporating requirements from site Standards and the site's safety and health management system (SHMS) (for example, Principal Hazard Management Plans (PHMP), Standard Operating Procedures, Mine Operating Procedures) into training regimes;
- Recognition of current competencies (RCC) and recognition of prior learning (RPL) when establishing the competence of individuals;
- Authorisation or appointment in writing of competent persons, where required, to perform specified roles/tasks;
- Maintenance, control, and disposal of confidential training records;
- Seeking opportunities to continually improve site training scheme by regularly auditing and reviewing for effectiveness; and
- Promote awareness of the functions, availability, importance and nature of safety and health representatives.

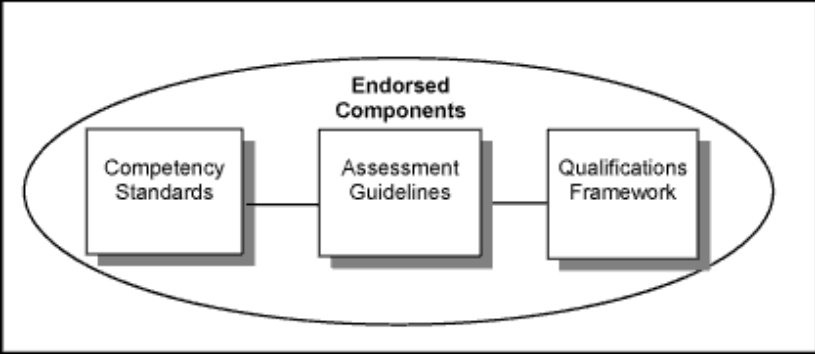
2. Scope

This standard is applicable to both surface and underground operations, whereby it is recognised that although the particular training and assessment materials may differ, system and process requirements will not.

Ensure that all new workers at the mine, including labour-hire workers and contractors, are fully informed about the fundamental importance of reporting of safety concerns, including occupational health hazards, and assured that reprisals will not be taken in response. This will include ensuring that all new and existing workers at the mine are aware of and understand the operation of sections 274, 275, 275AA, and 275AB of the Act.

3. Definitions

Word / Acronym	Definition
RPL	Recognition of Prior Learning is the acknowledgement of a person's skills and knowledge acquired through previous training, work, or life experience, which may be used in the assessment process.
RCC	Recognition of Current Competence is the acknowledgement of competencies currently held by a person, acquired through training, work or life experience.
Training package	Endorsed components of the resources and infrastructure industry training package that are relevant for training and assessing the mine's coal mine workers.
Coal Mining Safety and Health Advisory Committee (CMSHAC)	<p>The Coal Mining Safety and Health Advisory Committee (CMSHAC) advises the Minister on the safety and health of coal mine workers by:</p> <ul style="list-style-type: none"> • giving advice and making recommendations about promoting and protecting the safety and health of persons at coal mines and persons who may be affected by coal mining operations. • periodically reviewing the effectiveness of the control of risk to any person from coal mining operations. • recognising, establishing, and publishing the coal mining competencies that are required to perform certain roles or tasks. • developing a 5-year strategic plan for improving the safety and health of people at coal mines and people who may be affected by coal mining operations. • identifying and prioritising critical risks to the safety and health of people at coal mines and people who may be affected by coal mining operations and providing advice to the coal mining industry about those risks. • providing information to the Minister about the performance of the regulator.

Endorsed components	<p>The nationally endorsed components include the Competency Standards, Assessment Guidelines and Qualifications Framework. These form the basis of training and assessment in the Training Package as stipulated by legislation.</p> 
Assessment guidelines	Those guidelines endorsed as per training package and the National Vocational Education and Training Regulator (NVR).
Shall / Must	Mandatory
Should	Recommendation
Coal Mine Worker	Coal mine worker - means an individual who carries out work at a coal mine and includes the following individuals who carry out work at a coal mine— (a) an employee of the coal mine operator; (b) a contractor or employee of a contractor ; (c) a service provider or employee of a service provider .
Visitor	A person who is accompanied at all times by a Coal Mine Worker who does not conduct work or operate equipment at a coal mine.

4. Induction Training

The Queensland Coal Mining Induction (as referenced in Appendix 3) and site induction are to be developed to ensure appropriate safety information and obligations are provided to a Coal Mine Worker prior to commencing work. Induction training must cover the below specific elements from the *Coal Mining Safety Health Act 1999*:

General Elements pertaining to the safety and health of Coal Mine Workers:

- Objects of the Act (s6)
- How the Objects are achieved (s7)
- Meaning of Coal Mine Worker (schedule 3, definitions)
- Obligations of persons generally (s39)
- What is the Safety Health Management System (s62)
- Workers' rights to remove themselves to a place of safety and the right to refuse to undertake a task (s274)
- Protection from Reprisal (s275AA)
- Damages entitlement for reprisal (s275AB)

Information about Industry and Site Safety Health Representatives (a referenced in Appendix 4)

inclusive of:

- Purpose of Safety and Health Representatives (s6, s7(e))
- Meaning of Industry Safety and Health Representative (ISHR) (s27)
- Meaning of Site Safety and Health Representative (SSHR) (s28)
- Cooperation to achieve objects of the Act (Election of ISHRs & SSHRs, s32)
- Site Senior Executive (SSE) to display the identity of SSHRs (ss107)
- Function of SSHRs (s99)
- Powers of SSHRs (s100)
- Functions of ISHRs (s118)
- Powers of ISHRs (s119)
- Representations about safety and health matters (s275)

Additional Induction Training Program Requirements will be determined by using information sourced from:

- *Coal Mining Safety and Health Act 1999*;
- Coal Mining Safety and Health Regulation 2017;
- Recognised Standards (coal mines);
- Site-specific competency and Training Needs Analysis (TNA);
- The Resources Industry and Infrastructure (RII) Training Package;
- Changes to the site (e.g. Change Management);
- Risk management processes;
- The mine's SHMS;
- External Standards as applicable to the site;
- Units of competence (Appendix 3).

The CSMHAC minimum standards are detailed on its [website](#). This includes a link to [competencies](#) recognised by CSMHAC.

The information contained within the induction should be relevant to the individual's position and the tasks that they are undertaking and are required to meet the work that they are undertaking and meets the requirements of the endorsed components. The induction needs to provide the skills to identify the unique hazards and those of the changing environment that they are entering prior to entering the work area.

5. Training and assessors

A Registered Training Organisation (RTO) must ensure each person who trains or assesses a person on their behalf, on or for a coal mine complies with the requirements of:

- the [National Vocational Education & Training Regulator Act 2011](#) (Cth);
- the requirements for training and assessment are set out in the [Coal Mining Safety and Health Act 1999](#) and the [Coal Mining Safety and Health Regulation 2017](#); and
- the requirements of CMSHAC.

Coal Mine Workers not attached to an RTO conducting training and/or assessment against a competency standard in line with the endorsed components must ensure they have the relevant competencies, as identified by CMSHAC and be competent to at least the level they are training and assessing against.

In addition, the qualifications required will be dependent on the individual's position. For example, Training Coordinators will require additional units to that of a Workplace Trainer and/or Assessor.

A person does not need to have formal training and assessing qualifications if conducting an information session, toolbox talk, or those sessions that are conducted for information purposes and are not aligned with the endorsed components.

All personnel who are competent to give the training and assess the workers' competencies must be appointed, as per [s82\(f\) of the Coal Mining Safety and Health Regulation 2017](#).

6. Establishing training needs and pathways

To ensure all persons working at a coal mine have the appropriate skills, knowledge, and competencies to fulfill their position/role, all competencies must be:

- as prescribed under legislation (statutory);
- determined by CMSHAC;
- contained within site standards or the site's SHMS;

and / or otherwise determined through risk management, change management or other site processes, must be included in a TNA.

A TNA will identify the skills needed, the skills held, and the training gap for each individual against their position requirements. When a coal mine worker commences with the site, this analysis is to be undertaken to establish a training plan in line with the requirements.

6.1 Site safety and health management system

Site training processes should incorporate the requirements relevant to an individual's position/role, as outlined in the site's SHMS, which comprises Principal Hazard Management Plans,

Standard Operating Procedures, and Site Standards / Procedures.

The intent is to ensure that the SHMS forms the foundation of site training processes.

It is recognised that some positions within the organisational structure may be required to establish, implement, or apply and monitor various elements within the site's SHMS. The TNA should identify these requirements.

6.2 Senior and statutory positions

Competencies required by persons holding senior or statutory positions should be identified and included, with the scope of their responsibilities, in a formal job description. All persons holding senior and/or statutory positions are required to maintain their competencies as current.

6.3 Trade competencies

Competencies required by trades personnel should be identified and included in the TNA. Each site should have a scheme whereby trade competencies are confirmed prior to the individual conducting the work.

6.4 Equipment operator competencies

The SSE must ensure that all persons required to operate fixed and mobile equipment, are:

- currently competent, or in training for each type of equipment that they are required to operate; and
- duly authorised, or in training, to operate the equipment.

Training for equipment operators will address hazards relating to the equipment; and the tasks for which it is to be used. In addition, persons required to undergo training to operate equipment on site must be authorised to undergo the training.

6.5 Emergency escape and response competencies

The emergency capability is to be supported by the provision of appropriate training for personnel including human factor considerations for emergency escape and response using the infrastructure available.

This training is to align with the TNA and may include:

- First aid capabilities, including first aid to person(s) involved in incidents involving

- electricity;
- Communication;
- Firefighting;
- Self Escape, including
 - First response;
 - Aided escape; and
 - Aided rescue.

6.6 Site safety and health representative competencies

The SSE will make certain that all persons required to undertake the role of the SSHR have, and maintain the relevant competencies, as identified by CSMHAC and the site's TNA.

Coal Mine Workers who have been elected as a SSHR must not perform the functions and exercise the powers of an SSHR unless they hold the appropriate competencies.

6.7 Other competencies

All Coal Mine Workers have the responsibility to ensure that prior to performing a task, the individual is in training, or is competent and as required authorised to perform that task. Sites are to ensure training is provided to individuals, to the extent the matters are relevant to the duties of the person, which is in line with the TNA. These competencies are to meet the endorsed components or equivalent.

As an example, some of the following would apply dependent on the operation and position:

- Strata Control
- Spontaneous Combustion
- Mine Atmosphere (including Ventilation and Gas Drainage)
- Outburst and Inrush

and units as applicable from:

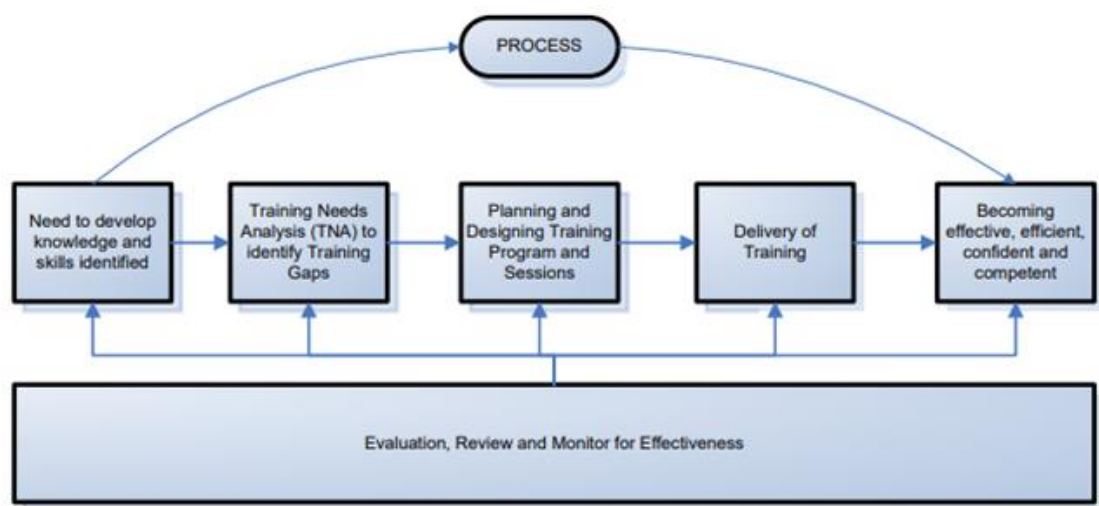
- RIIRIS Risk Management Units
- RIWHS Occupational Health and Safety Units and Inspections
- RIIHAN Load Handling Units
- RIERR Emergency Response and Rescue units
- RIIBLA Blasting Units (for shot-firing)

The appropriate levels of competency are referenced in [Recognised Standard 22: Management Structure for the development and implementation of the Safety and Health Management System](#).

7. Training and assessment process

7.1 Training

A typical training process is identified diagrammatically below:



Training is the process of skilling a person to an agreed standard of skill by practice and instruction. Training is directed towards agreed standards or objectives – what you want people to learn from the training, and the person being trained participates with the trainer in the training activity, rather than simply receiving instruction.

In accordance with section 82 of the Coal Mine Safety & Health Regulation, a coal mine’s safety and health management system must provide for a training scheme for persons at the mine. An employer of the coal mine worker must provide training required under the mines training scheme, including any time, resources and/or costs incurred.

7.2 Assessment

Assessment is the process of collecting evidence of the competencies (skills and knowledge) a candidate has developed, either in structured learning, on-the-job, off-the-job, or other relevant experiences.

The coal industry has adopted a competency-based learning scheme; this scheme requires that each candidate’s skills and knowledge are assessed against the nationally endorsed standards of competency required by the industry, where these are applicable.

The technical principles of assessment must be addressed in the conduct of an assessment, in the

development of assessment tools, and in the design, establishment, and management of the assessment processes. These principles are:

- validity
- reliability
- flexibility
- fairness

7.3 Recognition of prior learning / Recognition of current competency

The coal mine's training scheme may allow for either RPL or RCC to all eligible candidates. In determining eligibility, the following is to be considered:

Rules of Evidence

Validity	Ensure that evidence is directly related to the competency being assessed. Ensure there is a direct relationship between the assessment task or activity the student undertakes (including assessment of practical application of skills); the evidence presented to the student; and the assessment requirements.
Sufficiency	Gather enough evidence to make a valid judgement of competence or otherwise. The quantity of evidence may vary between students. Some may take longer or need to complete a greater number of tasks to demonstrate competence. Others may not be able to achieve competence despite repeated opportunities.
Authenticity	Ensure that evidence gathered 'belongs' to the student being assessed and provides evidence of that person's skills and knowledge. For example, group assessments may not provide authentic evidence for each student involved in the group assessment. Verify that the person you are enrolling, training, and assessing is the same person that will be issued a qualification or statement of attainment. This can be particularly challenging if you deliver distance training, including through online methods, where there are more opportunities for students to submit the work of others than there are in a 'traditional' classroom setting. This does not remove your responsibility to verify the identity of a student enrolled in a face-to-face course, but it is clearly easier to do this through direct interaction with the student. Regardless of the delivery method, you must be able to demonstrate how you have verified the identity of the student. Where portions of the evidence submitted are gathered through independent study (e.g., assignments or projects) rather than through direct observation, consider using online systems to check work submissions for plagiarism and identical content in other submissions.
Currency	Decide how valid the evidence is, given the time that has passed since the evidence was generated. Currency is important in determining if a student is

	<p>competent.</p> <p>Currency is a particular risk with recognition of prior learning, as you may be presented with a range of evidence gathered over several years. This does not mean evidence that is not recent is not valid; however, you must ensure there is sufficient evidence of the person's competence at the time you make the assessment decision.</p> <p>You must determine whether the evidence is recent enough to show the student is competent at the time you make an assessment decision. For example, a computer programmer who has 10 years' experience but has not been directly involved in hands-on programming work for the past three years may not have current skills in or knowledge of contemporary programming methods. However, the programmer may be able to update their skills and knowledge through a 'gap training' program. This varies to some extent between industries and, as a person with current industry skills and knowledge, an assessor is well-placed to make this judgement.</p>
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7.4 Training and assessment tools and materials

Training and learning tools and materials can be diverse and should not be limited to textbooks or the written form. Training material should cover several learning styles to ensure individual needs are catered for. In addition, trainers need to be fully conversant with the information contained within the material, where to locate it, and how it is to be applied (i.e. through practical demonstration)

Assessment is the process of collecting evidence and making judgements about whether competency has been achieved and confirming whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

Usually, learning and assessment are integrated, with assessment evidence being collected and feedback provided to the trainee at any time throughout the learning and assessment process. Learning and assessment pathways may include structured programs in a variety of contexts using a range of strategies to meet different learner needs. Structured learning and assessment programs could be group-based, work-based, project-based, self-paced, action learning-based, conducted by distance or e-learning, and/or involve practice and experience in the workplace.

Assessment material must satisfy the requirements of the appropriate parts of the competency standard, e.g., Statement of Attainment for the full competency or other evidence relevant to the elements, performance criteria, performance evidence, knowledge evidence, and evidence guide selected, and be supported by a mapping process to validate the assessment.

It is critical that training and assessment material is maintained as current, and therefore, any organisational changes are to consider training and assessment processes to ensure the changes are appropriate and accurately captured. Assessment is also required to ensure the validity of the course content and the course provider.

8. Refresher training

It is the responsibility of the SSE to ensure that refresher training occurs. Section 84 of the Coal Mining Safety and Health Regulation 2017 requires that each Coal Mine Worker at the mine, including each worker holding a senior management or supervisory position and each worker holding a certificate of competency, is given refresher training under the mine training scheme at least once in every five years.

Refresher training does not necessarily require full training and assessment against the full unit of competency and may be partially achieved by a record of observations against the standards while conducting routine work.

As a minimum, coal mine workers need to be refreshed in their knowledge of:

- Safe operation of machinery they are required to use;
- Emergency escape from their places of work;
- Their role in identifying and responding to hazards in their work area;
- Their role in actioning any part of the mine safety management system that has been allocated to them or persons conducting their role/position description.

Refresher training regimes are to be based on the individual's role and responsibilities as defined by the site's SHMS, and documented frequency of refresher training within the TNA.

Consideration should be given to tasks that are likely to be done infrequently or are critical, or of high risk, such as emergency escape or the use of longwall relocation equipment that is not used during normal operations on a regularly programmed basis. The frequency and processes utilised should also be assessed for these tasks.

Refresher training may form part of the maintenance of competencies. It does not necessarily meet the requirements for individual competencies.

9. Record keeping

It is important to maintain detailed and accurate records of all training, assessments, and appointments. Recording procedures should be auditable and provide for:

- sufficient and reliable evidence of competencies and qualifications.
- the ability of people to access their records during and after their employment.
- SSE to make available to another operation a copy of the person's training records provided the person concerned has given their permission for the transfer of records to be made. A Coal Mine Worker, on departure from an operation, is to be provided with a full copy of their competencies and authorisations achieved whilst employed on that site. Those documents are to be placed on the record at subsequent operations at which the Coal Mine Worker is employed in order to provide a ready cross reference to previous experience.
- confidentiality of individual training records to be in accordance with appropriate legislation
- maintenance of training records, including after personnel have ceased employment; and
- easy determination of currency of competencies, including refresher dates.

Trainees should be provided with a means of recording details of their training, eg. Training Log. Completed Training Logs can be used as part of the assessment process to collect evidence of skills and knowledge acquired.

Training Plan records may include:

- how training need was identified;
- target group or individual(s);
- details of course accreditation;
- competency standards covered; and
- course providers, eg: may be an external organisation or internal trainers.

Personal Training records may include:

- how the training need was identified;
- what competencies were covered;
- when and for how long the training took place;
- verification of competency in the form of evidence, eg. copy of assessment materials, previous qualifications, experience substantiated, etc.;
- what competencies were achieved, qualifications or skills obtained;
- the identification and competency of the trainer and assessor; and
- details of appointments granted.

All documents/records will be checked for completeness, duly signed, and dated prior to recording.

A coal mine worker employed, ceasing, or whom has ceased employment at the mine, must be provided a copy of his/her training transcript of competencies, authorisations, and appointments on request. Which must be endorsed by the Site Senior Executive (SSE) or SSE representative.

The following must be used as a minimum requirement for record-keeping:

- Records of approval and certification must be kept for at least seven years.
- Records relating to coal mine workers (e.g. training records) must be kept for the period of their employment, plus seven years.

10. Monitoring, auditing, and review

The Training Scheme must be an auditable documented system.

When undertaking monitoring and review of the training scheme, information should be provided by Trainees, Trainers, Assessors, Supervisors, and Managers to assist in establishing suitability and effectiveness and help to identify any deficiencies or adjustments required. Ongoing monitoring and review of training scheme compliance must be conducted periodically and/or when required (ie. when directed or when a change occurs).

Audit of the Training Scheme must be undertaken and may include:

- induction training;
- refresher training for Coal Mine Workers;
- establishing training needs;
- recognising a worker's current competencies and prior learning;
- establishing a training program to meet the training needs using the endorsed components;
- appointing persons who are competent to give the training and assess the workers' competencies;
- keeping and auditing records of training and assessment given and undertaken;
- designating tasks that may only be carried out by a worker who has been assessed as competent to carry out the tasks.

Training and assessment has been delivered as per the training scheme in the following matters:

- the mine's SHMS;
- operating mobile plant;
- slinging and moving loads and using lifting devices;
- manual handling;
- the purpose of inspections and inspection reports.

Auditing must be undertaken periodically and must be undertaken by an auditor suitably qualified to fulfil the audit scope. A report of findings and any recommendations must be furnished for the development of a suitable action plan (if required) within a nominated timeframe.

11. Evaluation

To continually improve the training scheme and to ensure that current training needs are being correctly addressed, it is important that a systematic and ongoing review and evaluation of the training scheme is carried out.

Training schemes should be carefully evaluated so that they are properly selected, planned, and delivered. Evaluation should take place at several stages to make certain the program is relevant to the requirements of the site.

The information required to evaluate a training program can be provided by several people, and at various stages, as follows:

Participants	can provide valuable feedback about the content, format, and presentation of the system. Participant feedback can be evaluated during, at the end of and after the training scheme.
Trainer	can provide information on the structure and content of the program and how easy or difficult it was to present. They can also provide valuable information on how well the participants learned new information and how well they were progressing. Trainer's feedback can be evaluated before, during, and at the end of the training scheme.
Assessor	can provide information on the success of the training scheme in terms of achieving the desired outcomes and performance criteria. Assessor feedback is evaluated at completion of assessment.
Supervisor / Manager	can provide feedback on the effectiveness of the scheme, this is best done some time after the training has been completed, allowing sufficient time for the participants to go back to the workplace and apply the skills and knowledge that they have obtained. The participants' application of the skills and knowledge gained is validated against the expected learning outcomes of the training scheme.

Results of the evaluation should be considered for continuous improvement and development of the training scheme.

12. References

1. [Coal Mining Safety and Health Act 1999](#)
2. [Coal Mining Safety and Health Regulation 2017](#)
3. Standards for Registered Training Organisations 2015

4. RII Resources and Infrastructure Industry Training Package
5. [National Vocational Education & Training Regulator Act 2011](#) (Cth)
6. Mining and Energy Union QLD, SSHR Handbook version 1 July 2022

Appendix 1: Training needs analysis

Step 1	How should I consult? <p>Sites consult with coal mine workers on an annual basis to assess organisational training and development needs. Depending on your organisational needs, budget and time factors, the way you consult could be via a focus group, one-on-one meetings, or a questionnaire.</p> <p>Focus groups and one-on-one meetings involve a carefully planned discussion with a small number of participants and are designed to obtain thoughts on specific issues, programs, or products in a permissive and non-threatening environment. They provide qualitative data, giving insights into attitudes, perceptions, and opinions of participants. Information is sought through open-ended questions and through observing respondents during the discussion.</p> <p>Questionnaires provide quantitative information and the first level of broad data. Issues can be followed up in detail through other mechanisms such as focus groups.</p>
Step 2	Analyse the survey results <p>After consulting with your coal mine workers, analyse the results of the questionnaire, focus group or one-on-one meetings to determine where the staff skill gaps lie. Compare skills already obtained with skills required to do the current job and those required for future development. You may find that a coal mine worker is better suited to a different role than that in which they are currently employed to do.</p>
Step 3	Create a training profile <p>Create a training profile by recording your analysis in an easily retrievable format such as a table. Depending on the size of your organisation, you may wish to record data on a sectional or divisional basis. Identify the types of courses or on-the-job experiences requested, the number and levels of people requiring training (eg. shop floor, managers), and the number of sessions needed. Distinctions made between full and part-time staff will allow session times to be scheduled in working hours.</p>
Step 4	Devise a Training and Development Plan <p>Once all requirements have been worked out, draw up a Training and Development plan to facilitate commitment to the process. The plan should list all the courses scheduled and coal mine workers identified as participants, dates, venue, and session times.</p>
Step 5	Publicise the Training and Development Plan <p>Publicise the training and development plan to all coal mine workers, preferably providing individuals with personalised notice. This ensures that all coal mine workers are advised of the available learning opportunities and provides equal access to developmental opportunities.</p>
Step 6	Implement the training <p>Subject to operational needs, make sure your organisation delivers the training sessions.</p>
Step 7	Evaluate the training <p>Evaluate the effectiveness of the training at a specific later date to ensure management and coal mine workers are satisfied with the outcomes. Performance feedback sessions may also provide a good opportunity to assess whether all recommended training sessions were delivered.</p>

Appendix 2: Training needs analysis worked example.

The following is an example only, the training needs will depend on the individual's responsibilities and their position requirements, however this gives a simple worked example of the outcomes of a training needs analysis:

Underground Development Face Worker:

Position / Task Requirements	Associated Competency	Gap	Training Program	Training / Assessment Plan
Process				
Identify and Report Incidents	RIIWH201 Work Safely		Induction	
Identify and Respond to Hazards				
Understand Strata				
Understand Spon Comb				
Conducts Stone Dusting				
Isolation and Tagging				
Emergency Capability				
Self-Escape				
Fire Fighting – Fire extinguishers	RIIERR201 Conduct Fire Team Operations	Current QFRS Member – Nil Gap	Fire Fighting Level 1	RPL
Fire Fighting – Hoses	RIIERR201 Conduct Fire Team Operations	Current QFRS Member – Nil Gap	Fire Fighting Level 1	RPL
Fire Fighting – Response and Team Operations	RIIERR201 Conduct Fire Team Operations	Current QFRS Member – Site Standards	Fire Fighting Level 2	RPL / Participation in site specific component
Fire Fighting – Response and Team Operations in Underground Environment	RIIERR201 Conduct Fire Team Operations	No previous experience	Fire Fighting Level 3	Participate in Fire Fighting Level 3
Machinery / Equipment				
Operation of Man Transporter				
Operation of Underground Loader	RIIMCU204 Conduct wheeled vehicle operations (articulated)			
Install Roof / Rib Bolts mounted on Continuous Miner	RIIMCU208 Conduct basic strata control operations			
Operation of Breaker Feeder	RIIMCU213 Conduct feeder breaker operations			
Operation of Shuttle Car	RIIMCU304 Conduct Shuttle car operations			
Operate Continuous Miner	RIIMCU303 Conduct continuous miner operations			
General				
Underground Lifting Operations	RIIUND207 Conduct underground lifting operations			

Appendix 3: Qld Coal Mining Induction

Participants shall be trained and assessed against the following units:

For an Underground mine:

- RIIWHS201 Work Safely
- RIIERR205 Apply Initial First Aid
- RIIGOV201 Comply With Site Work Systems
- RIIRIS201 Conduct local Risk Assessment
- RIICOM201 Communicate in the Workplace
- RIIERR203 Escape From a Hazardous Situation Unaided

and for a Surface mine:

- RIIWHS201 Work Safely
- RIIERR205 Apply Initial First Aid
- RIIGOV201 Comply With Site Work Systems
- RIIRIS201 Conduct local Risk Assessment
- RIICOM201 Communicate in the Workplace
- RIIERR302 Respond to Local Emergencies and Incidents

Appendix 4: Information about Safety & Health Representatives (ISHRs & SSHRs)

Information about Industry and Site Safety Health Representatives is required to be communicated as part of the induction process as a result of recommendations 20, 35 and 38 from the QLD Coal Mining Board in Inquiry Report Part II released May 2021.

Safety & Health Representatives, originally known as check inspectors, were first appointed by unions in the Hunter Valley coalfields in the 1870s. From the very onset, check inspectors were experienced miners elected by ballot. The role always included detailed inspections of mines, identifying hazards, and preparing reports. They became highly respected members of the mining communities. By 1915 Qld had formal statutory recognition of the check inspector in mine Safety Legislation, which progressively strengthened, for example in response to serious mining disasters such as Mount Mulligan in 1921.

These disasters highlighted the need for miners to be able to take a more proactive role in ensuring their own safety. It was soon identified a need for miner inspectors who knew the industry & whose key obligation was to the health, safety & well-being of miners. NSW & Qld coalmining unions appointed industry representatives (ISHRs) to improve safety decades before this was recognised in legislation (1938 in Qld). To safeguard their independence, UK & Australian unions insisted on paying industry representatives.

The roles of Safety & Health Representatives play a fundamental part in Queensland's tripartite legislative framework that protects the safety and health of coal mine workers and others, as well as ensuring risk is at an acceptable level (section 6 CMSHA). The Act, in part, achieves this by:

- providing for safety and health representatives to represent the safety and health interests of coal mine workers (section 7 CMSHA); and
- seeking to achieve cooperation between coal operators, site senior executives and coal workers to achieve the objects of the Act (section 32 CMSHA). Cooperation is an important strategy in achieving the objects of the Act and is achieved—
 - at an industry level by— the appointment of industry safety and health representatives under part 8; and
 - at coal mine level by— the election of site safety and health representatives under part 7.