

GUIDE

Assessing associated non-technical skills (ANTS) competencies for certificates of competence

Work Health and Safety (Mines and Petroleum Sites) Act 2013

Work Health and Safety (Mines and Petroleum Sites) Regulation 2014

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This publication provides a general summary of some of the provisions under the *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011*, *Work Health and Safety (Mines and Petroleum Sites) Act 2013* and *Work Health and Safety (Mines and Petroleum Sites) Regulation 2014* (WHS laws) as interpreted by the Department of Industry, Skills and Regional Development at the time of writing (September 2016). Compliance with the WHS laws is a legal requirement. This publication does not provide or purport to provide legal advice. Users are reminded of the need to ensure that the information upon which they rely is up to date by checking the currency of the information at the Department of Industry, Skills and Regional Development website or with the user's independent legal advisor.

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This guide has been endorsed by the Mining and Petroleum Competence Board and approved by the Department of Industry as a guide for examining ANTS for certificates of competence, for example those appropriate for consultation.

Examination panels will refer to the ANTS competencies matrix below as a guide when assessing ANTS for certificates of competence. This may include questions being developed for the oral examination based on the competencies listed for the type of certificate of competence, possibly referring to scenarios.

The table is based on the learning outcomes of the ANTS Action Learning Program for supervisors developed by the department.

Category	LEVEL 1		LEVEL 2	LEVEL 3		
	Sound/Competent		Adept/Capable	Advanced/Expert		
Mines other than coal	Underground supervisor		Quarry manager – restricted (production manager Permit)	Mining engineering manager – Underground, Electrical engineer (> 1000 kW or high voltage)		Quarry manager
Coal mines	Open cut examiner	Deputy	Undermanager	Electrical & mechanical engineer and engineering manager	Mining engineering manager - underground	Mining engineering manager – other than underground
Key stakeholder engagement	Within area of responsibility with workers, middle managers / supervisors, contract workers		Within area of responsibility with workers, supervisors, senior managers, contractors on site and government officials on site	Whole of mine approach and outside the mine with corporate entities, contracting companies, communities, union officials and government agencies		
Leadership	The candidate will demonstrate: <ul style="list-style-type: none"> using authority and influence to implement the plan for the work group maintaining standards in their area of responsibility planning and prioritising work within their work group 		The candidate will demonstrate Level 1 abilities and; <ul style="list-style-type: none"> using authority and influence to implement the shift plan implementing and maintaining standards in their area of responsibility planning and prioritising work across the mine site 	The candidate will demonstrate Level 1 and 2 abilities and; <ul style="list-style-type: none"> using authority and influence to implement the mine safety management system, both for internal and external stakeholders establishing standards across the mine planning and prioritising work across the mine area under their control managing workload and resources 		
Decision making	The candidate will demonstrate: <ul style="list-style-type: none"> a systematic risk based approach to decision making an understanding of their level of authority 		The candidate will demonstrate Level 1 abilities and: <ul style="list-style-type: none"> using a variety of systematic risk based decision making processes understanding their level of authority 	The candidate will demonstrate Level 1 and 2 abilities and: <ul style="list-style-type: none"> establishing a decision making framework for others understanding their level of authority 		
Team work	The candidate will demonstrate: <ul style="list-style-type: none"> exchanging information to safely 		The candidate will demonstrate Level 1 abilities and;	The candidate will demonstrate Level 1 and 2 abilities and;		

Category	LEVEL 1	LEVEL 2	LEVEL 3
	<p>complete the work plan</p> <ul style="list-style-type: none"> • coordinating activities to achieve the work plan • supporting others to ensure that they are working in a safe and productive manner • their ability to resolve conflict in their team 	<ul style="list-style-type: none"> • exchanging information to safely complete the shift plan • coordinating activities to achieve the shift plan 	<ul style="list-style-type: none"> • providing support to the management team that promotes a team culture
Communication	<p>The candidate will demonstrate:</p> <ul style="list-style-type: none"> • effective communication with team members that ensures comprehension by both parties of the tasks, hazards and controls • ability to ensure shared understanding of tasks and the hazards associated with the work environment • how to communicate the work plan • listening skills • two way dialogue for understanding/comprehension 	<p>The candidate will demonstrate Level 1 abilities and</p> <ul style="list-style-type: none"> • communicating the work plan across multiple work groups 	<p>The candidate will demonstrate Level 1 and 2 abilities and</p> <ul style="list-style-type: none"> • communicating complex message to multiple groups & levels • communication: planning message to ensure: <ul style="list-style-type: none"> ○ message understood, and ○ across all groups • identify and address barriers to communication
Situation Awareness	<p>The candidate will demonstrate:</p> <ul style="list-style-type: none"> • understanding of changing work environment and the need to adjust work plan as required • using and being able to gather information that enables them to make decisions based on risk within the work group environment, from the following sources: <ul style="list-style-type: none"> ○ workers ○ monitors/gauges ○ visual assessment • focusing on the here & now, with up to a 24 – 48 hours timeframe eg. airborne contaminants 	<p>The candidate will demonstrate Level 1 abilities and</p> <ul style="list-style-type: none"> • the ability to understand their own situation and the situation assessment by others • assessing the here & now but with projection into the near future, with a week to 2 weeks out timeframe eg. airborne contaminants 	<p>The candidate will demonstrate Level 1 and 2 abilities and</p> <ul style="list-style-type: none"> • retaining an overview of the entire mine drawn from multiple sources on a daily basis • gathering information for impact over 12 months to 5 year focus 'long term' eg. need for air management plan and strategy • reviewing information