**Extraction Operator**

The role of the Extration Operators is to be trained in multiple disciplines which will assist in the smooth operations of the quarries. In the role you are required to be responsible for the safe and efficient operation of the machinery you are trained to use within the equipment

manufacturer’s guidelines. The Extraction Operator reports directly to the Pit Operations Leading Hand.

**Qualifications**

* Current motor vehicle drivers’ licence

**Experience**

**Level 1** - new to industry - no experience

**Level 2** - operator in training
**Level 3** - deemed competent to operate under trial

**Level 4** - Competent and current VOC held

**Responsibilities**

It is the duty of the Excavator Operator to ensure:

* Power machinery such as back-hoe is utilised to excavate and load material in accordance with relevant procedures;
* Blasted and loose/crushed material is loaded onto dump trucks;
* Oversize rocks are sorted and trucks directed to the oversize area where appropriate;
* The working area is safe;
* The two-way radio is utilised to maintain contact with supervision and other pieces of equipment;
* Any equipment or surroundings, faults or hazards identified during the operations of the excavator are reported;
* Possible improvements to the load and haul operations are identified and reported;
* Commitment to the continued improvement of site processes and compliance with the Quality Management System;
* A harmonious environment is promoted including team building;
* All work is carried out to quality and specification requirements and that documentation is completed on time;
* Adherence to company policies and procedures.

During the course of daily duties there will be times the Excavator Operator will be expected to assist in other areas of the quarry operation.

**Responsibilities: HSEQ**

* Have an understanding of the relevant BGC Quarries HSEQ documentation
* Comply with all relevant BGC Quarries HSEQ requirements
* Safe working conditions are maintained at all times in the workplace and surrounding environment;
* Conduct a risk assessment for every task undertaken
* The excavator operated in a safe and efficient manner in accordance with the Excavator Operator flowchart;
* Daily pre-start inspections are conducted and recorded;
* Sufficient task analysis are completed to carry work out safely;
* Maintain company vehicles, property and equipment in a clean and tidy manner.
* Inform senior management of any safety concerns
* Ensure that all hazards, near misses, injuries, incidents and accidents are reported using the Notification of injury or Incident Form SAQ-INJ-001 and advise the HSE Manager accordingly;
* Ensure suggestions for improvement are reported using the “Heads up Form” BGCAQ-QMS-02 and advise the Quality Manager accordingly;
* Be suitably attired in company issued uniform and appropriate PPE.

Keep site areas clean and tidy as far as practicable

**Training Requirements**

Below is an overview of the units required to be passed to meet the Role.

**Core units of competency**

RIIENV201D Identify and assess environmental and heritage concerns

RIIRIS301D Apply risk management processes

RIIWHS201D Work safely and follow WHS policies and procedures

**Electives**

**Group A**

RIICOM302D Communicate workplace information

**Group B**

RIIQUA201D Maintain and monitor site quality standards

**Group C**

RIIMPO206D Conduct bulk water truck operations

RIIMPO301E Conduct hydraulic excavator operations

RIIMPO304E Conduct wheel loader operations

RIIMPO310F Conduct grader operations

RIIMPO338E Conduct rigid haul truck operations

**Group D**

BSBINN301 Promote innovation in a team environment

HLTAID003 Provide first aid

MSMWHS201 Conduct Hazard analysis

**Delegation**

In the absence of the Excavator Operator, the Pit Operations Leading Hand shall delegate responsibilities where required and as appropriate.

|  |
| --- |
| Position assigned to: |
| Position description read and accepted (signature): |
| Date: |