**DRAFT CHARTER GUIDANCE**

**LEADING PRACTICES**

***Guidance:*** This tool is to be used in conjunction with the Culture Transformation Framework for the South African Mining Sector. In considering this tool, the mine should take into account Pillar 4 “*Leading Practices*” and the minimum standards agreed. The tool is to be completed by the3.1/4.1 appointee on the mine. The tool is intended to support the mine in completing section 7 of the mining charter report ‘HEALTH AND SAFETY REPORT FOR THE CALENDAR YEAR in particular 7.3.

**7.3 Percentage of leading practices from the MOSH Learning Hub investigated for implementation**

***a) Leading Practice demonstrated during 2011 needs to be investigated for adoption and implemented. This includes:***

*Proximity Detection System (PDS) Function Selection Tool and Adoption Guidance Documents*

|  |  |
| --- | --- |
| Leading Practice | Proximity Detection System (PDS): Function Selection Tool and Adoption Guidance documents for implementing PDS in underground hard rock and coal trackless machinery . For access to the latest version of the PDS Value Case, please contact Kobus Blomerus (Principal Adoption Specialist) at the Learning Hub at: kblomerus@chamberofmines.org.za or (011) 498-7744. |
| Application | All mines utilizing moving machinery and/or rail bound transportation systems  |
| Possible Impact: Fatalities and Injuries | Fatalities related to transportation/moving machinery and equipment should be reduced substantially. Injuries related to transportation/moving machinery and equipment should be reduced. |
| Other benefits | 1. Reduced production loss due to investigations
2. Reduced production loss due to machine repairs after accidents
3. Reduced machine repair cost due to damage
4. Tracking of miners is possible under normal operating, emergency and accident conditions as well as for training on hazards associated with moving machinery and equipment.
 |
| Other considerations | PDS are used in a number of mines such as Mponeng, Tumela; Doornkop, Twistdraai, Khomanani and South Deep etc. while many others are in the process of adoption. The applicability and effectiveness of the leading practice has thus been well established. |

***b) The leading practice should be investigated using this Investigation Tool and the completed investigation tool should be attached to the Mining Charter Report:***

***s***

**Is the Leading Practice relevant to the mine? Circle the applicable response: Yes / No**

|  |
| --- |
| ***Guidance:***Yes, if:1. It is a hard rock mine utilizing rail bound equipment
2. It is a hard rock mine with trackless equipment.
3. It is a soft rock mine with trackless equipment.

No, if it is not.If the answer is No, give reasons why the leading practice is not relevant to your mine, and the mine can stop completing the tool. |

1. **Does the mine have an effective method to detect proximity of people and machines/equipment: Circle the applicable response: Yes / No**

If yes, please indicate and describe **the method** and why it is effective.

**Name of the method:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of the method:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Motivation:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***Guidance:*** If yes, please **describe** the detail of the method and the reasons why it is effective. In considering this question, the mine should consider its risk assessment and relevant statistics, and the mine should take into account that the minimum standard for Leading Practices requires *’a common approach to identifying and facilitating the adoption of leading OHS practices.’*The MOSH Learning Hub has developed tools to help members with this. Please contact Kobus Blomerus (Principal Adoption Specialist) at KBlomerus@chamberofmines.org.za or (011) 498-7744 for more information on T&M leading practice adoption.4a) of the Culture Transformation Framework specifies that the mine should *‘Support sector level initiatives on implementation of research outcomes and leading practices’*4b) of the Culture Transformation Framework specifies that the mine should *‘Investigate leading practices/new research objectively giving appropriate consideration of benefits and ensuring that reasonably practicable measures are taken to address the risks.’* Specific questions that should be considered in determining whether the mine’s current method is effective are: 1. Has the mine reduced incidents and fatalities related to machinery/equipment since implementing the practice?
2. Does the current practice allow for?
3. Detection of the proximity of machines and/or people?
4. Audibly warn people of approaching machines?
5. Warn operators (visual and audible for rail bound and audible for trackless) of other machines or people?
6. Automatically retard the machine if detected people/machine/objects are not moving away from machines/operator does not respond? (Hard rock trackless equipment)
7. Automatically stop/cut off the machine(s) if detected people/machine/objects gets closer than 2 meters away from machines/operator does not respond? (Locos and soft rock trackless machines)
8. Suitable guidance on change management process to ensure successful adoption
 |

1. **How many machines/equipment are utilized by the mine**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Guidance:*** Indicate the number of:

1. Rail bound transportation machines/equipment
2. Hard rock trackless mining machines/equipment
3. Soft rock trackless mining machines/equipment
4. **What percentage of the utilized machines/equipment has been fitted with the current method?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Guidance:*** Indicate the number of machines/equipment utilized for:

1. Rail bound transportation machines/equipment
2. Hard rock trackless mining machines/equipment
3. Soft rock trackless mining machines/equipment

If the answer in 2. above was yes the mine can stop completing the tool.

1. **Who is the project champion who has been appointed for the adoption of the leading practice?**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Designation |  |

|  |
| --- |
| ***Guidance:*** The project champion needs to be an individual who:1. Has the authority to ensure successful implementation on the mine.
2. Has the required knowledge, energy, leadership and credibility.
3. Has been given adequate time to fulfill the role.
4. Provides input into the preparation of plans for successful adoption.
5. Has leadership skills to overcome difficulties in the adoption process.
6. Can serve as the spokesperson on performance attributes of the leading practice.
7. Can communicate enthusiastically, clear and in a convincing manner.
 |

1. **What are the leadership levels that need to support the adoption of the leading practice?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***Guidance:*** Think carefully about the leadership levels that are applicable. For example, SHE Committee, mine manager, section manager, mine overseer, union, etc. These should be leadership levels who are involved in decisions around operations, maintenance and support systems. |

1. **Will you make sure that leaders at all levels have a clear understanding of what they have to do to enable and lead sustainable adoption and this is appropriately included in their performance contracts?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***Guidance:*** Minimum standard 4c) in the Culture Transformation Framework expects this. The MOSH Learning Hub has developed tools to help members with this. Please contact Douw Cronje (Specialist: Behaviour Change) at the Learning Hub for more information at: dcronje@chamberofmines.org.za or (011) 498-7745. |

1. **Who are affected by the adoption?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| ***Guidance:*** Include the designations who will be affected by the adoption of the leading practice including operations, maintenance, information systems etc. |

1. **Will you make sure that there is early and effective involvement of those affected by the adoption including their knowledge, beliefs and values?**

­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Guidance:** Minimum standard 4d) in the Culture Transformation Framework expects this. The MOSH Learning Hub has developed tools to help members with this. Please contact Douw Cronje (Specialist: Behaviour Change) at the Learning Hub for more information at: dcronje@chamberofmines.org.za or (011) 498-7745. |

1. **What training will be needed as part of the adoption?**

­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***Guidance:*** Training in operation, inspection, maintenance and repair will probably be needed. The MOSH Learning Hub has developed tools to help members with this. Please contact Kobus Blomerus (Principal Adoption Specialist) at KBlomerus@chamberofmines.org.za or (011) 498-7744 for more information on T&M leading practice adoption. Other training also focuses on the “people issues” relating to leadership behavior and behavioural communication that help to overcome resistance to adoption. The MOSH Learning Hub has developed tools to help mining companies with training on people issues. Please contact Douw Cronje (Specialist: Behavior Change) at the Learning Hub for more information at: dcronje@chamberofmines.org.za or (011) 498-7745. |

1. **Will you ensure that the required training is provided?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***Guidance:*** Minimum standard 4e) in the Culture Transformation Framework expects this. |

1. **What technical support will be needed as part of the adoption?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***Guidance:*** Technical support for installation, testing and maintenance as well as operating will probably be required. |

1. **Will you ensure that the technical support is provided?**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***Guidance:*** Minimum standard 4e) in the Culture Transformation Framework expects this. |

1. **Have you considered what financial resources will be required for the adoption at the mine?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| *Guidance (2011 cost figures):*1. In soft rock trackless mining an outlay of R 2,5 m per section can be expected, that includes devices for 1 continuous miner, 3 shuttle cars, 2 roof bolters, 1 feeder breaker and 1000 cap lamps.
2. In hard rock mines equipping rail bound machines a costs R 44 000,00 per loco, R 6000,00 per haulage unit and R 22 000,00 per reader can be expected.
3. In hard rock trackless mining R 1,85 m can be expected for approximately 20 machines such as LHDs, LDVs utility vehicles and 1400 cap lamps per level.
 |

1. **Have you explicitly provided these financial resources for the adoption?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| ***Guidance:*** Minimum standard 4e) in the Culture Transformation Framework expects this. |

1. **What monitoring will be required to ensure progress with the adoption and sustained evaluation of the impact through self-assessment and independent verification?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| ***Guidance:*** Monthly progress monitoring against the adoption schedule will provide good visibility and sufficient response time to deal with any issues timeously. After adoption monthly self - assessments and 6 monthly independent verification will ensure evaluation of the effectiveness of adoption. |

1. **Will you ensure such monitoring programme is implemented?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| ***Guidance:*** Minimum standard 4f) in the Culture Transformation Framework expects this. |

1. **Have you developed a plan/schedule for the adoption of the leading practice (including full implementation)? Circle the applicable response: Yes / No**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| ***Guidance:***The Learning hub estimates that adoption will take 9 to 12 months depending on how soon the devices are procured.If yes, please indicate when adoption is expected to be completed. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by 3.1/4.1 appointee

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Designation |  |

For assistance with the completion of this tool, please contact Kobus Blomerus (Principal Adoption Specialist) on 011 4987744 or KBlomerus@chamberofmines.org.za