**DRAFT CHARTER GUIDANCE**

**Leading Practice: Hearing Protection Device Selection Tool and Training and Awareness**

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| ***Guidance:*** This form is to be used in conjunction with the Culture Transformation Framework for the South African Mining Sector. The concerned mine should take into account Pillar 4 “*Leading Practices*” and the agreed minimum standards. The form is to be completed by the3.1/4.1 appointee on the mine. It 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 **sub section 7.3.** |

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

***a) Leading Practices completed during 2011 needs to be investigated. This includes:***

*Hearing Protection Device Selection Tool and Training and Awareness*

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| Leading practice findings | 1. HPD selection tool

 The HPD selection tool will enable Occupational Hygienists to select the correct HPD per occupation based on noise exposures. The tool includes noise and frequency measurements on all occupations in the mining industry and all available HPDs locally and will give a clear indication whether the HPD is fit for purpose.1. Training and awareness material

The training material includes two DVDs, training manuals for trainers and comic strip booklets and is available in four official languages. The first DVD explains the effects of noise, compensation issues, control of noise and personal protection. The second DVD deals specifically with hearing protection devices and on their usage, care and maintenance |
| Application | 1. The tool as well as the training material will be applicable to all mines with noise levels >85 dB(A).
2. The selection tool will not be applicable to mines that already have personalized HPDs (Noise Clipper, Veriphone, etc.).
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| Possible Impact: Fatalities and Injuries | 1. Reducing personal noise exposure by ensuring the correct HPD is selected per occupation
2. Reducing risk of Noise Induced Hearing Loss through awareness training on the dangers and consequences of noise as well as the correct use of PPE.
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| Other benefits | 1. Reduction in compensation levies
2. Making people aware of the effects of high noise outside the work place
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| Investment | 1. Possible investment in purchasing of new hearing protection devices if required.
2. Training time to be allowed.
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| Other considerations | 1. Training of “Trainers”
2. Training of Occupational Hygienists
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| Time of implementation | There will be some training involved for the “Trainers” as well as Occupational Hygienists that will utilize the selection tool. Implementation should not take longer than six months. |

***b) The Leading Practice findings should be investigated using the following Investigation Tool and the completed investigation tool should be attached to the Mining Charter Report:***

***LEADING PRACTICE – HPD Selection Tool and Training and Awareness Material: Reduce the Noise Induced Hearing Loss (NIHL)***

1. **Is the leading practice relevant to the mine?**

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|  | Yes |  | No |

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| ***Guidance:***Yes, if it is a mine mines with noise levels >85 dB(A).No, if it is a mine that already has personalized HPDs (Noise Clipper, Veriphone, etc.) and if No, the mine can stop completing the tool. |

1. **Does your mine have a better method to reduce NIHL?**

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|  | Yes |  | No |

If yes, please indicate the method that you use and why you think it is better:

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| ***Guidance:*** If yes, please indicate the method that you use and why you think it is more effective. The mine can then stop completing the tool.In considering this question, the mine should also take into account the Mining Industry Tripartite Occupational Health and Safety Targets * + ***2008****: The hearing conservation program implemented by industry must ensure that there is no deterioration in hearing greater than 10% amongst occupationally exposed individuals*
	+ ***2013****: Total noise emitted by all equipment installed in any workplace must not exceed a sound pressure level of 110dB(A)*

Specific questions that should be considered in determining whether the mine’s current method is better are: 1. How is the mine performing towards these targets?
2. Compliance to the Hearing Conservation Program (HCP)
3. Compliance to the DMR legislation in terms of Occupational Hygiene Requirements, such as pre-employment medicals, Medical surveillance programs, and exit medicals etc.
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1. **Who is the project champion who has been appointed for the adoption of the leading practice?**

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| Name: |  | Designation |  |

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

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| ***Guidance:*** For example, Mine Manager, GEEs, Union Leaders, Occupational Hygienists, Section Managers, Mine Overseers etc. These should be leadership levels who are involved in decisions around 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 appropriate included in their performance contracts?**

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| ***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 for more information at: dcronje@chamberofmines.org.za. |

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

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| ***Guidance:*** For example, Mine Manager, GEEs, Union Leaders, Occupational Hygienists, Section Managers, Mine Overseers 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?**

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| **Guidance:** Minimum standard 4d) in the Culture Transformation Framework |

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

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| ***Guidance:*** Training on the software (HPD\_TAS\_Tool) Instruction and Training Guide Training and guidance material for the Training Instructor’s and Occupational Hygienist forms part of the HPD\_TAS\_Tool. A training manual-including a DVD - has already been written but training course may also be necessary for those directly affected by the adoption. The Learning Hub providers free training |

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

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

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

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| ***Guidance:*** Assistance in forming the Community of Practice for Adoption (copas) forums; which are peer to peer communication forums mainly for knowledge sharing, continuous improvement, energizing the process etc, Technical training of potential the trainers, instructors and champions on the HPD\_TAS toolTechnical support from the Learning Hub through site visits to align the initiatives to the Adoption System  |

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

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

1. **What financial resources will be required for the adoption?**

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| ***Guidance****:* Training on the HPD Selection tool is free of charge |

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

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

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| ***Guidance:*** Review input parameters used in the HPD\_TAS tool every six months and align the HPC accordingly .  |

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

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1. **Have you developed a plan for the adoption of the leading practice (including full implementation)?**

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| ***Guidance:***The leading practice team estimates that adoption will take 6 months for a shaft.If yes, please indicate when adoption is expected to be completed. |

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Signed by 3.1/4.1 appointee

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| Name: |  | Designation |  |

For assistance with the completion of this tool, please contact Portia Tsele on 011 4987677 or

ptsele@chamberofmines.org.za