



Frequently asked questions on electrical appointments on Western Australian mines



1. What sections of the Act and regulations apply to electrical appointments at a Western Australian mine?

Under Section 44 of the *Mines Safety and Inspection Act 1994*, the Registered Manager must appoint such competent persons as are necessary to assist the Registered Manager to carry out his or her duties.

Regulations 5.10 and 5.18 of the *Mines Safety and Inspection Regulations 1995* refer to electrical appointments for electrical supervisors and high voltage operators.

2. Is it necessary to issue separate letters for each appointment, or may one letter be used to cover all appointments?

Each appointment has different responsibilities and obligations, and must be accepted separately by the appointee. Separate letters are recommended because the same person might not be appointed to all positions, and it is unlikely that all appointments will be made at the same time.

Each appointment must be recorded in the Mine Record Book.

3. What information should be contained in the letter of appointment of an electrical supervisor?

The appointment should clearly:

- identify areas of responsibility
- identify details of the crews to be supervised
- summarise duties, obligations and responsibilities [Regulation 5.11]
- identify requirement for adequate supervision of electrical work
- define duty to stop the use of any electrical equipment or installation at the mine considered to be dangerous
- identify requirement to maintain the electrical log book and ensure all electrical installing work is certified before being placed in service
- identify requirement to investigate and record electric shocks, electrical fires and dangerous occurrences involving electricity in the electrical log book
- identify requirement to maintain knowledge of electrical safety and understanding of applicable legislation and standards

and contain

- details of qualifications and experience
- signature confirming understanding and acceptance of the appointment.

4. What information should be contained in the letter of appointment of a high voltage operator?

The appointment should clearly:

- identify voltage levels authorised
- summarise duties, obligations and responsibilities

and contain

- details of required competency
- signature confirming understanding and acceptance of the appointment.

5. Do persons issuing permits to excavate need to be appointed?

No, Regulation 5.31 only requires persons issuing permits to excavate to be authorised by the Registered Manager.

It is recommended that the authorisation is documented, detailing the scope of responsibility and duties.

A record of the letter of authorisation can be made in the Mine Record Book.

6. Do persons issuing permits to enter powerline corridors need to be appointed?

No, there is no requirement to appoint a person to issue permits to enter powerline corridors. It is recommended as good industry practice for a site that does issue permits to enter powerline corridors, that the authorisation be included within the responsibilities for either the electrical supervisor and/or a high voltage operator.