

Mineral Resources Infrastructure Work

Level -1

Based on December 2018, Version 2 OS and April.2021, V1 Curriculum



**Module Title: Complying with site work
processes/procedures**

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LG #32	LO #1 Plan and prepare for work outcomes
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Instruction sheet
<p>This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –</p> <ul style="list-style-type: none"> • Accessing, interpreting and clarifying relevant work procedures/standards • Understanding technical and operational capability and limitations of resources • Identifying and confirming individual roles and responsibilities • Preparing work plans <p>This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –</p> <ul style="list-style-type: none"> • Access, interpret and clarify relevant work procedures/standards • Identify and confirm individual roles and responsibilities • Prepare work plans
Learning Instructions:
<ol style="list-style-type: none"> 1. Read the specific objectives of this Learning Guide. 2. Follow the instructions described in number 3 to 7. 3. Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them. 4. Accomplish from “Self-check 1 up to Self-check 4 5. Ask your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check). 6.If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back

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Information Sheet-1	Accessing, interpreting and clarifying relevant work procedures/standards
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1.1 Access and Clarify Work Procedures and Standards

Relevant work procedures and standards must be accessed, interpreted, clarified and applied to ensure activities will meet the site and equipment safety requirements, as outlined in the site safety and health management system.

The site safety and health management system is the system that is used to ensure all relevant work procedures are kept up to date and will ensure each person stays as safe as possible.

This system will work with and complement the variety of management systems that are commonly used on many mining sites.

There are many different safety and hazard management system products available.

You will need to speak with the site safety manager or officer to determine which system is used in your workplace. If you are ever unsure about instructions or directions for a task, you should always ask questions and clarify any doubts with your supervisor before commencing the task.

1.2 Work Procedures and Standards Documentation

Common and relevant procedures and standards that need to be met will be widely available within the organization and could be included in induction documentation, employee/worker manuals, task or equipment directions and instructions. Pre-start checks / forms are a vital safety reporting measure because they can highlight issues before they have the potential to cause injury, damage or environmental impact or require costly maintenance. All vehicles, plant, machinery, tools, safety, PPE and emergency equipment must be checked prior to use. Documentation related to work procedures and standards may include:

1.3 Organizational Policies and Procedures

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An organizational policy or procedure is standard across the entire organization regardless of where you are working. For example: workplace relations, sick leave requirements.

Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Write the advantage of work procedures and standards? 3 point
2. What is the importance of organizational Policies and Procedures? 3 point

Note: Satisfactory rating - 3 points Unsatisfactory - below 3 points
You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-2	Understanding technical and operational capability and limitations of resources
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2.1 Technical Capabilities of Resources and Equipment

Knowing and understanding both the technical and operational capabilities and limitations of the resources and equipment being used allows you to develop work systems and patterns, and work in a manner that achieves the required tasks without undue risks.

Equipment capabilities and limitations can be identified through the workplace documentation, owners or operator's manuals and manufacturer's specifications and directions. These should be located with the equipment.

If these documents are not located with the equipment, they will be found within the management systems for your organization.

If you are unsure of the correct procedure, or what is expected of you, to carry out the allotted work to meet the required standard, you will need to speak with your supervisor

Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define what mean equipment capabilities and limitations? 3 point
2. Wage of rite the advantage of Understanding technical and operational capability and limitations of resources? 3 point

Note: Satisfactory rating – 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-3

Identifying and confirming individual roles and responsibilities

3.1 Identify and Confirm Roles and Responsibilities

It is essential for each person to identify and confirm the roles and responsibilities they will be undertaking.

You should confirm these roles and responsibilities with your supervisor, team leader or other designated person.

Some of your roles and responsibilities may include:

- Roles and responsibilities as defined in the site safety and health management system.
- Requirements and obligations for duty of care under the safety legislation for your state.
- Identification of hazards and risks and your responsibilities and duties in regards to hazard notification.
- Criteria for measuring and minimizing risks.
- Criteria for evaluating your own work. This should include the required standards, goals and allocated timeframes for the work completion.
- Work procedures that must be adhered to.
- Measures to avoid injury and illness to yourself and others within your team, and the measure that should be taken to report situations where injury or illness may be a result.
- Requirements to achieve the “right first time” approach that is the standard. The right first time approach requires attention to detail and a commitment by all levels of the work team to achieving the standards and goals of the team.

3.2 Duty of Care Obligations

It is essential that each person be able to confirm the safety and health legislation for the state they are working in before starting any activity.

This includes each person's duty of care obligations.

Managers and supervisors should have detailed OHS/WHs plans in place to ensure they have implemented sufficient requirements to cover their duty of care in the workplace.

Under legislation, each person also has a duty of care to both themselves and to the people they are working with.

Your duty of care requirements and obligations may include:

- Follow all OHS/WHs procedures for the tasks allocated.
- Use any Personal Protective Equipment (PPE) required.
- Work in a manner that keeps yourself and others safe.
- Report problems or hazards immediately.
- Work with the business to rectify problems, issues or hazards.

3.3 Confirm Roles and Responsibilities

Once you have identified the roles and responsibilities for your own work it is essential that you confirm your task requirements with appropriate personnel/workers. This is to ensure that you can complete your roles safely, effectively, and in line with site and organizational procedures.

Some of the personnel/workers that you may need to approach to confirm your roles and responsibilities include:

It is particularly important to have clear and effective communication when discussing workplace activities, roles and responsibilities. This is to ensure that all people know what they are required to do, when they need to do it, and how they need to do it. There will be times when you will be given different tasks and be expected to work in areas that you are not used to. Managing your time, prioritizing and planning your work tasks, and asking questions if you are not sure of something can help you prepare for this. Speak clearly and verbalize your understanding of your roles and responsibilities. Actively listen to the responses provided, ask questions and clarify anything you are unsure of. It is essential that you fully understand what you are required to do.

Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the net page:

1. Mention some of the roles and responsibilities in site work? 3 point
2. Writ the duty of care requirements and obligations in site work? 3 point

Note: Satisfactory rating - 5 points Unsatisfactory - below 5 points
You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-4	Preparing work plans
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4.1 Work plan

Work plans usually include the following:

- Task
- Date
- Who does the job
- Who supervises the job
- Who authorizes the instructions, performance indicators or key points and safety requirements
- When the task is to be done
- Tools and equipment needed
- Task steps
- What the reporting procedure is

Thus, the "Plan" part of the cycle might include the following:

- Conducting a needs assessment, involving everyone concerned
- Deciding what the desirable outcomes are, from the perspectives of the target population, the organization, and the larger community
- Determining ways to reach those outcomes that are feasible, consistent with the guiding principles of the organization, inclusive (respectful of all and beneficial to as many people and groups as possible), and consistent with the needs and culture of the target population
- Developing indicators to show when you have reached either outcomes themselves or significant points on the way to reaching those outcomes
- Inviting all stakeholders to participate in the development of the plan

❖ DO

Produce the product. The "production" part of the process is the actual design of the program, outreach effort, treatment strategy, etc. that will meet the need determined in the "Plan" part of the cycle. Much of the actual work here depends not only on TQM principles (teamwork, employee involvement, scientific approach, obsession with quality, and customer focus), but also on common sense and organizing principles.

The following are important elements of designing an effective program:

- Finding out what has already been tried in the community, and how well it worked
- Discovering whether there's any residual bad feeling attached to certain methods or approaches -- or people -- which may resurface if they're proposed again
- Using as examples other communities that have successfully mounted similar programs, while remaining aware that not everything that works in one place will work in another
- Consulting the research to see what has worked in this situation
- Involving all stakeholders in the development of the program or initiative, especially the people who will do the actual work
- Taking care of the logistics: a place to operate, equipment and supplies, the proper staff and/or volunteers on board, etc.

❖ CHECK

Check the product to make sure it was produced in accordance with the plan. Compare the details and overall shape of the program or initiative to the plan. Does it align with the needs assessment? Does it look like it will address the desired outcomes in desired ways? Is it inclusive? Was everyone involved in its development? Is it feasible? Is it ready to go?

❖ ACT

Market the product. "Marketing the product" here means actually running the program or initiative that you've planned.

If it's going to work well, there are some non-TQM standards that need to be applied:

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- Everyone involved should understand the process that led up to this program, as well as the philosophy, concept, and workings of it
- Everyone involved should be committed to making every effort to bring about success. A program or initiative should never fail because people don't follow through or do their jobs. (This doesn't mean that you shouldn't expect mistakes; it means, rather, that mistakes shouldn't happen just because people weren't trying, or because they simply didn't bother to do something they knew they had to do.)
- All the planning in the world is useless if everyone involved doesn't go into the experience expecting to do their best, and if there aren't good people implementing the functions of the organization

❖ **ANALYZE**

Analyze how the product is received in terms of quality, cost, and other data. Analysis in this context - looking at what you're doing, evaluating it, and trying to improve it - needs to be conducted on the basis of the original plan, with discussions among participants, staff, and others.

❖ **Consider**

Does the program or initiative actually address the identified needs? Are these needs the same as when the original assessment was conducted?

Does the program or initiative reach, or help participants reach, the desired outcomes?

Were those outcomes the right ones to aim for, or do they need to be changed? (Looking at the indicators you've developed should help you answer both these questions.)

Is the plan in fact feasible? Can the program or initiative be run with the time, resources, and personnel available? Is it accessible to participants? Are staff and volunteers able to do their jobs without having to work to exhaustion, or beyond reasonable expectations?

Is the program or initiative accepted by the community and other organizations?

Is the program or initiative consistent with the vision, mission, philosophy and guiding principles of the organization (and are those still the same as when the plan was formulated)? Does what actually goes on in the program or initiative – working

Conditions, empowerment, relations among staff, participants, volunteers, and the community -- mirror its desired effect on the community and society?

Is the program or initiative inclusive and respectful of the target population and the community?

Is the program or initiative ethical? Are you skirting your own principles in any way? Are you ignoring basic principles of fairness, honesty, civility, democracy, or responsibility for your actions?

4.2 Plans Prepare Work

Work plans are the documents relating to how you intend to complete the tasks assigned to your team. A work plan come in many and varied formats and may include routine and non-routine tasks.

Considerations When Creating Work Plans

When creating a work plan, other than the tasks, who will be supervising the job and who is doing the job, you will need to consider:

➤ Task Requirements

Task requirements should include monitoring requirements, personnel/workers requirements, plant, equipment, resources and material requirements, and operational techniques that are required to complete the tasks correctly to the required standards. Also included should be the activity scheduling, materials delivery, and sub-contractor support requirements. Task requirements will also include the coordination requirements relating to how each component of the plan works together.

➤ Communication Requirements

Communication requirements include the internal or team communication required, as well as the external communication requirements to suppliers, testing agents, surveillance officers, media or community

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liaison personnel/workers. You will also need to consider how communications must be conducted, including the equipment required.

➤ **Reporting Requirements**

Reporting requirements will impact how you conduct tasks and activities. Knowing these requirements allows you to plan for time to complete the reports or for time to collect and collate the information required to go into the reports.

➤ **OHS/WHS Requirements**

These will work closely with the risk assessment and management process. Ensure you know the OHS/WHS requirements for the tasks your team members are undertaking to ensure you are able to inform the team as to what is required of them

➤ **Traffic Management Requirements**

This could include contracting a traffic management company or having your own trained staff undertaking traffic management.

Traffic management requirements should take into account signage requirements, site access or isolation needs. The design and creation of traffic management plans is a specialized area that requires additional training.

➤ **Environmental Requirements**

The protection of the environment is a task that needs to be undertaken by all members of the site. You will need to know the environmental protection requirements so you are able to create work plans that adhere to this requirement

Self-Check -4	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define what mean work plan? 3 point
2. Mention the important elements in designing an effective program? 3 point

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

LG #33	LO #2- Apply work procedures to individual work activities
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<p>Instruction sheet</p> <p>This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –</p> <ul style="list-style-type: none"> ➤ Carrying out allocated work to site procedures/standards ➤ Adjusting and confirming roles and responsibilities ➤ Site safety and health management system ➤ Identifying and reporting non-compliance in the application of site procedures ➤ Recommending improvements to relevant site personnel ➤ Completing relevant documentation <p>This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –</p> <ul style="list-style-type: none"> ➤ Carry out allocated work to site procedures/standards ➤ Adjust and confirm roles and responsibilities ➤ Site safety and health management system ➤ Identify and report non-compliance in the application of site procedures ➤ Recommend improvements to relevant site personnel ➤ Complete relevant documentation <p>Learning Instructions:</p>

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 7.
3. Read the information written in the “Information Sheets 1”. Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish from “Self-check 1 up to Self-check 6
5. Ask your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check).
6. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Information Sheet 2
7. Submit your accomplished Self-check. This will form part of your training portfolio.

Information Sheet 1-Carrying out allocated work to site procedures/standards

1.1 Carry out Allocated Work

Any work that is allocated to you or your team must be completed to the required standard and within the required timeframe.

In order to complete your tasks to the required standard and within the timeframe it is important that you know:

- The standards that must be reached.
- Which procedures are to be used?
- How to use the required equipment or plant.
- How to complete the task.
- Without knowledge of each of these factors, it is difficult to complete the tasks.

Most tasks will have these requirements written into work instructions, operator manuals, job or task hazard analysis or directions that are given when the task is allocated.

In some cases, this documented work system will be detailed through employment documentation, site induction information as well as documents that can be accessed onsite while undertaking the tasks.

Technical Capabilities of Resources and Equipment

Knowing and understanding both the technical and operational capabilities and limitations of the resources and equipment being used allows you to develop work systems and patterns, and work in a manner that achieves the required tasks without undue risks.

Equipment capabilities and limitations can be identified through the workplace documentation, owners or operator's manuals and manufacturer's specifications and directions. These should be located with the equipment.

If these documents are not located with the equipment, they will be found within the management systems for your organization.

If you are unsure of the correct procedure, or what is expected of you, to carry out the allotted work to meet the required standard, you will need to speak with your supervisor.

Here are five criteria to think about as you think about distributing work.

- Priority. Consider the **work's** priority.
- Skill Sets. Evaluate the skill set of the people who you're thinking about distributing the **work** to. ...
- Availability. The next consideration for **allocating work** is a person's availability.
- Development. ...
- Interest.

When allocating roles and responsibilities it is important to:

1. Identify all the tasks that will be needed to complete the project.
2. Allocate tasks evenly amongst team members, making use of team strengths or areas where development is desired.
3. Ensure agreement from team members to taking on specified tasks.

Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Any work that is allocated to you or your team must be completed to the required standard and within the required timeframe. 2 pint
2. **Most tasks will have these requirements written into work instructions, operator manuals, job or task hazard analysis or directions that are given when the task is allocated. 2 pint**
3. In some cases, this documented work system will be detailed through employment documentation, site induction information as well as documents that can be accessed onsite while undertaking the tasks. 2 pint

Note: Satisfactory rating – 3 points

Unsatisfactory - below 3 points

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet 2- Adjusting and confirming roles and responsibilities

A roles and responsibilities is a document that outlines the job description, duties and requirements of a specific position at your organization. You can choose to post it on your company's website and other job websites to help you attract qualified applicants. It's also useful to have when training a new employee or making changes to a department.

Here are a few things to include in a roles and responsibilities template:

- Job title
- Job description
- List of responsibilities
- Job qualifications and requirements
- Who this position reports to

How to use a roles and responsibilities

When using a roles and responsibilities you need to include information that helps everyone understand what each employee does and who they report to. By defining team roles, you can ensure every task is being taken care of and that people understand their responsibilities. When writing a roles and responsibilities template, be as specific about the role as possible so candidates know exactly what they are applying to or so other employees completely understand what this position is responsible for.

Here is how you can use a roles and responsibilities template:

1. Write a job description

In the job description section, write a brief paragraph or two that gives an overview of the job role. Include some key responsibilities, what a qualified candidate looks like and

why the position is important for the company. Make this section easy to understand and include their overall duties.

2. Include a list of responsibilities

In this section, get more specific with the duties and responsibilities of this job role. In a bullet point list, write down everything this position entails. Include programs the employee will use, who they will collaborate with and what they will do on a regular basis. List these responsibilities in order of importance to emphasize the role's essential duties.

3. Include job qualifications and requirements

If you are using a roles and responsibilities template for a job posting, include the qualifications and requirements you want to applicants to have. These can include years of experience, level of education, additional certifications or licenses, skills and characteristics and physical ability.

4. Outline who this position reports to

This portion of a roles and responsibilities template is especially useful for when you are training a new employee. By laying out a hierarchy of positions, everyone can better understand who they report to and what each person is responsible for.

2.1. Roles and responsibilities template

You should have a roles and responsibilities template ready for when you want to create a new position or need to fill a current role so you can simply fill the template in without having to start from scratch. Here is a roles and responsibilities template to get you started:

Job title:

Job description:

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Job responsibilities:

Requirements:

Reports to:

Examples of roles and responsibility documents

Here are a few examples of a filled-in roles and responsibilities template:

Example 1: Customer service and sales manager

Job description: The customer service and sales manager is responsible for creating a welcoming atmosphere for all customers.

They will provide excellent customer service and assist customers with any inquiries they may have. Additionally, the customer service and sales manager will keep the storefront clean and orderly in order to maximize foot traffic and sales. Leading a team of sales associates will also be a large part of the customer service and sales manager's job.

Job responsibilities:

- Lead a team of sales associates
- Provide quality customer service
- Create and coordinate sales associates' schedules
- Facilitate tasks for the sales associates
- Keep the store looking clean and organized
- Handle cash and card transactions

- Do customer returns and exchanges following the company's return policy

Requirements:

- High school diploma or GED
- Bachelor's in management or equivalent area of study (highly desired, but not required)
- 2-3 years of experience in a retail setting
- Friendly and upbeat personality
- Ability to work under pressure
- Problem-solving skills
- Conflict-resolution skills
- Ability to lift up to 50 pounds

Reports to: Director of Sales, monthly meetings will be held to make sure the customer service and sales manager is meeting company objectives.

2.1 Confirm Roles and Responsibilities

Once you have identified the roles and responsibilities for your own work it is essential that you confirm your task requirements with appropriate personnel/workers. This is to ensure that you can complete your roles safely, effectively, and in line with site and organizational procedures.

Some of the personnel/workers that you may need to approach to confirm your roles and responsibilities include:



It is particularly important to have clear and effective communication when discussing workplace activities, roles and responsibilities. This is to ensure that all people know what they are required to do, when they need to do it, and how they need to do it. There will be times when you will be given different tasks and be expected to work in areas that you are not used to. Managing your time, prioritizing and planning your work tasks, and asking questions if you are not sure of something can help you prepare for this. Speak clearly and verbalize your understanding of your roles and responsibilities. Actively listen to the responses provided, ask questions and clarify anything you are unsure of. It is essential that you fully understand what you are required to do.

Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. How can you adjusting and confirming roles and responsibilities? 3 point
2. Mention your roles and responsibilities in site work? 3 pont

Note: Satisfactory rating – 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet 3- Site safety and health management system

3.1 Monitoring work processes

Monitoring work processes is a task that needs to be done on an ongoing basis. Each step of any process should monitor to find opportunities to improve, and to look for potential problems or risks associated with the process. Ongoing monitoring contributes to a safer workplace, measures the effectiveness of risk controls, and identifies any new hazards that may have been introduced into the task / process through actions / controls.

The common risks associated with processes include:

- Injury to people.
- Loss of equipment, time or product.
- Equipment damage
- Environmental harm.

3.2 Identifying hazards in the workplace

There is no substitute for caution and common sense. A safe job is no accident; it takes work to make the job safe. Each person working must do what it takes to keep the job safe.

Any type of job- whether industrial or manual, has a number of potential safety hazards. These hazards need not result in anyone being injured. Learning to work safely with these hazards is as important as learning to be a skilled worker.

A hazard is something that has the potential to cause harm. A risk is the likelihood that the hazard will actually cause harm under prevailing conditions.

3.3 Reporting incidents

Once you have identified a problem or risk with the system or process being used, you will need to report it in accordance with the site requirements.

These requirements could include:

- Logs—paper or computerized.
- Reports.
- Process forms.
- Checklists.
- Requests for improvement (RFI) forms.
- Speaking with a supervisor.
- Photo or video evidence of problems.

3.4 Applying local risk control processes to minimize

Risk controls are the steps taken to control an identified hazard. It is necessary for each risk control to be developed to meet the unique needs and requirements of each specific hazard.

3.4.1 Environmental harm

1. **Physical Hazards.** Hazards due to the transfer of energy between an object and a worker.

- Excessive Noise
- Inadequate illumination
- Extreme Temperature
- Extreme Pressure
- Vibration

- Radiation
- Inadequate Ventilation
- Cluttered Area
- Ignorance or carelessness of the worker

2 Chemical Hazards. Hazards arise from inhaling chemical agents in the form of vapors, gases, dusts, fumes, mists, or by skin contact with these materials.

- Fine particles of a liquid float in air
- Gases. Substances in gaseous state but are always airborne at room temperature.
- Vapors. Results when substances that are liquids at room temperature evaporate.
- Dusts. Solid harmful substances are ground, cut or crushed by mechanical actions.
- Fumes. Gas is condensed in air, chemically changed and becomes fine solid particles which float in air.

Four Possible Routes of Entry of Chemical Hazards

1. Inhalation. Breathing in toxics is the most common and dangerous route.
2. Ingestion. Toxics enter through the gastrointestinal tract.
3. Absorption. Toxics pass through skin into the bloodstream.
4. Injection. Toxics may be injected into the body (needles, etc.)- the least common, yet most direct route of entry

Self-Check -3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Mention the common risks associated with processes? 2.5 point
2. How can you Report incidents? 3 point

Note: Satisfactory rating - 5 points Unsatisfactory - below 5 points
You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-4	Identifying and reporting non-compliance in the application of site procedures
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4.1 Report Incidents

Once you have identified a problem or risk with the system or process being used, you will need to report it in accordance with the site requirements.

These requirements could include:

- Logs – paper or computerized.
- Reports.
- Process forms.
- Checklists.
- Requests for improvement (RFI) forms.
- Speaking with a supervisor.
- Photo or video evidence of problems.

Your site induction should inform you about the methods required for reporting incidents. The procedures for each task or activity should also have a reporting link.

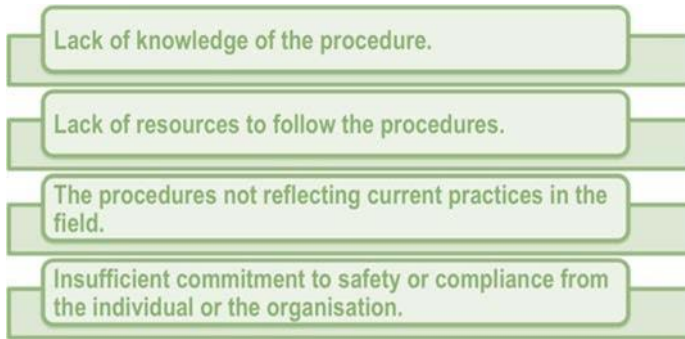
4.2 Apply Local Risk Controls

Risk controls are the steps taken to control an identified hazard. It is necessary for each risk control to be developed to meet the unique needs and requirements of each specific hazard. The application of local risk controls involves using the identified controls to protect yourself and others on your worksite from the hazards. How each of the risk controls is used will depend on the local site situations and circumstances. You need to be aware of the resources available to control risks within your site.

4.3 Report Non-Compliance

It is a requirement for each person on the site to be able to identify and report non-compliance with site procedures in a manner that is acceptable to your worksite.

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Non-compliance with site procedures could occur for many reasons such as:

Once you become aware of a non-compliance with site procedures, it is essential you report it to the relevant site personnel/workers. In most situations, the relevant site personnel/workers will be your supervisor, but in some situations it will be better for you to report the non-compliance to your compliance or quality assurance officers. Ensure you know the procedures for reporting of non-compliance for your site.

Self-Check -4

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Writ the requirements could include in reporting incidents. 3 point
2. What mean report non-compliance? 3 point

Note: Satisfactory rating - 3 points

Unsatisfactory - below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-5	Recommending improvements to relevant site personnel
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5.1 Make Recommendations for Improvements

You may at times be required to make recommendations for improvements to work processes and procedures. This needs to be done in the manner that is acceptable to your worksite.

In order to make appropriate recommendations you may need to:

- Detail what the issue is.
- Identify why the current procedure is not working.
- Recommend what should be done.

Recommend changes to how a task should be completed.

Recommendation reports should always include a summary of the current situation and an explanation why the current situation is inadequate. When preparing a report that recommends changes in how a task is completed to overcome chronic non-compliance, you will need to detail how your change will ensure compliance with the requirements. Written documents have the advantage of providing a clear traceable trail. This traceable trail allows for the quality assurance and safety department to monitor the developing situation and implement an investigation to determine the most appropriate response.

In the case of the procedure not reflecting the actual activity in the field, it is often best to conduct a study of the field procedure and determine if changing the procedure is the safest option or if retraining in the use of the existing procedure is the best option. Often changing the procedure is the best outcome, but in some situations, retraining could be a requirement to ensure compliance with procedures.

Self-Check -5	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is the advantage of make recommendations for improvements? 3 point
2. What should include recommendation reports? 3 point

Note: Satisfactory rating – 2.5 points Unsatisfactory - below 2.5 points
You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-6	Completing relevant documentation
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6.1 Complete Relevant Documentation

Relevant documentation is used within a worksite for many reasons including planning for the next activity, purchasing of materials, budgeting, compliance, and many other reasons.

As part of your role you will be required to complete all documentation appropriate to your position and level of responsibility.

Accuracy of information and promptness in completing the documentation is necessary to ensure the integrity of the documents and the effectiveness of the worksite. Some of the documentation that you may need to complete could include:

➤ **Site-Based Incident Forms**

These are used to record the details of any incident, accident or problem on the site.

➤ **Organizational Based Incident Forms**

Organizational-based incident forms are normally a summary of the site-based forms. They are used by large organizations to monitor trends that may require an organization-wide response.

➤ **Safe Work Guides**

Safe work guides could include safe work instructions, guides or procedures. Each task that has an element of risk should have a safe working guide; safe work instructions or procedures provide written information on how to carry out a task safely. If you are unsure about instructions or directions for a task, you should always ask your supervisor to clarify. Some of these guides will require input each time the guide is used to meet new situations or circumstances. This then allows the development of a library of circumstances where the guides or procedures can be used.

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Self-Check -6	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. What is the advantage of complete relevant documentation? 3 point
2. Define what mean safe work guides? 3 point

Note: Satisfactory rating - 3 points

Unsatisfactory – below 3 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

List of Reference Materials

1. Civil safety Standard11MiningInduction
2. Comply with site work processes/procedures
3. Environment, safety & health division

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We would like to express our appreciation to the TVET instructors and experts of Oromia Regional TVET Bureau, Amhara Regional TVET Bureau, TVET College/institutions, Geological survey of Ethiopia, Ministry of Mines and Petroleum

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