

# Extractives

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***GUIDE TO AMENDMENTS TO NOTICE  
OF REQUIREMENTS FOR GRANTING  
CERTIFICATES OF COMPETENCE  
UNDER THE HEALTH AND SAFETY IN  
EMPLOYMENT (MINING OPERATIONS  
AND QUARRYING OPERATIONS)  
REGULATIONS 2013***

August 2018

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# This guide provides information to applicants for extractives' certificates of competence (CoC) about changes to CoC requirements.

These are set out in the Amendment of 1 August 2018 to the Notice of Requirements for Granting of Certificates of Competence Under the Health and Safety in Employment (Mining Operations and Quarrying Operations) Regulations 2013.

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## **What are the changes?**

The key amendments are:

- requirements for a CoC as a manager to manage the quarrying operation specified in the certificate (site specific CoC)
- defining 'workings' of relevant types of mine, tunnel or quarry
- specifying unit standard requirements for a first aid certificate.

## **Requirements for a CoC as a manager to manage the quarrying operation specified in the certificate**

Criteria for a CoC as a manager to manage the quarrying operation specified in the certificate

- a. there are no more than four workers, including the applicant, ordinarily working at any one time
- b. explosives are not used
- c. the base of any excavation carried out at the quarrying operation is no more than five metres from the surface
- d. there are no voids or underground workings within the planned extraction zone
- e. no worker is required to work below the surface level of a body of fluid material
- f. the actual processing rate does not exceed an average of 1,000 tonnes per week
- g. the quarry will be operating for a period or periods that total at least 24 months
- h. any tip head or stockpiles at the operation are less than five metres high: operation specified in the certificate.

UNIT STANDARD	TITLE	LEVEL	CREDIT
8905	Demonstrate knowledge of construction and maintenance of working surfaces at an extractive site	3	5
16686	Conduct an incident investigation at an extractive site	5	8
28793	Conduct safety inspections for extractive operations	4	5
28983	Carry out the risk management process at an extractive site	5	10

**TABLE 1:**  
Unit standards for manager to manage a quarrying operation specified in the certificate (all required)

UNIT STANDARD	TITLE	LEVEL	CREDIT
28742	Explain legislation related to health and safety, and supporting documents, applicable to an extractive site	4	8
7142	Demonstrate knowledge of the application of regulatory requirements to manage an extractive site	6	25

**TABLE 2:**  
Unit standards for manager to manage a quarrying operation specified in the certificate (only one required)

All other requirements for a holder of a CoC must be met including:

- practical experience requirements which are set out on the following pages
- current first aid certificate
- an oral examination. (An applicant who has held a site specific CoC and applies for another site specific CoC will not need to sit another oral examination.)
- being a fit and proper person.

### Applying for a site specific CoC

The application form for a site specific certificate needs to be used.

This will include:

- a statutory declaration from the quarry owner that the site meets the criteria
- the quarry's physical address and [GPS coordinates](#)

### Defining 'workings' of the relevant type of mine, tunnel or quarry

The period of operational experience required for each CoC remains the same as set out in the 18 December 2014, Issue No. 153, *New Zealand Gazette* notice.

There are two changes:

- 'In the workings' has been clearly defined to ensure that CoC holders have a broad range of practical experience over different activities in mines, tunnels or quarries
- a specified minimum period in a range of activities set out for each CoC. **(These are part of the overall specified time and are not additional.)**

'Workings' includes the following activities or any other work in operating and safety systems related to the workings of a mine, tunnel or quarry:

- emplacement stabilisation
- electrical engineering
- environmental management
- exploration or site investigation
- use, storage and transport of explosives
- fire and explosion detection and prevention
- flammable dust management
- gas management
- ground or strata control
- design, installation and maintenance of plant guarding
- the use of hyperbarics to control the working environment
- inrush and inundation management
- instrumentation and monitoring
- maintenance of fixed and mobile plant
- mechanical engineering
- mine surveying
- operational planning
- outburst management
- operation of plant and equipment
- design, construction and maintenance of ponds, dams and waste dumps
- materials processing
- risk management
- roads, rail and vehicle operations
- safety management
- handling of pre-cast tunnel linings
- installation, maintenance and removal of utilities supplied to the mine, tunnel or quarry
- slope stabilisation
- prevention, detection and responding to spontaneous combustion
- design, construction and maintenance of stockpiles
- construction and maintenance of ventilation control devices
- design, construction and monitoring of temporary or preparatory works
- operating winding engines
- worker health management
- any other work in operating and safety systems related to the workings of a mine, tunnel or quarry..

## Specified experience

The following experience is required as part of an applicant's total experience.

### **FIRST-CLASS MINE MANAGER**

At least nine months of the applicant's experience must have been carrying out more than one of the following types of work in a mine or tunnel (as it applies to this CoC):

- development operations including tunnel boring machine operations for tunnelling
- extraction operations
- installation of ground support systems
- filling operations
- shaft sinking.

### **A-GRADE OPENCAST COAL MINE MANAGER**

At least nine months of the applicant's experience must have been carrying out more than one of the following types of work in a mine, coal mine, opencast coal mine or tunnel (as it applies to this CoC):

- drill and blast
- load and haul
- processing or stockyard loadout.

### **B-GRADE OPENCAST COAL MINE MANAGER**

At least nine months of the applicant's experience must have been carrying out more than one of the following types of work in a mine, coal mine, opencast coal mine or tunnel (as it applies to this CoC):

- drill and blast
- load and haul
- processing or stockyard loadout.

### **A-GRADE QUARRY MANAGER**

At least nine months of the applicant's experience must have been carrying out more than one of the following types of work in a mine, coal mine, opencast coal mine or tunnel (as it applies to this CoC):

- drill and blast
- load and haul
- processing or stockyard loadout.

### **B-GRADE QUARRY MANAGER**

At least nine months of the applicant's experience must have been carrying out more than one of the following types of work in a mine, coal mine, opencast coal mine or tunnel (as it applies to this CoC):

- drill and blast
- load and haul
- processing or stockyard loadout.

## **CERTIFICATE OF COMPETENCE AS A MANAGER TO MANAGE THE QUARRYING OPERATION SPECIFIED IN THE CERTIFICATE**

At least nine months of the applicant's experience must have been carrying out more than one of the following types of work in a mine, coal mine, opencast coal mine or tunnel (as it applies to this CoC):

- load
- haul
- processing
- stockyard loadout.

### **A-GRADE TUNNEL MANAGER**

At least nine months of the applicant's experience must have been carrying out more than one of the following types of work in a mine, coal mine, opencast coal mine or tunnel (as it applies to this CoC):

- development operations including tunnel boring machine operations for tunnelling
- extraction
- installation of ground support systems
- filling operations
- shaft sinking.

### **B-GRADE TUNNEL MANAGER**

At least nine months of the applicant's experience must have been carrying out more than one of the following types of work in a mine, coal mine, opencast coal mine or tunnel (as it applies to this CoC):

- development operations including tunnel boring machine operations for tunnelling
- extraction
- installation of ground support systems
- filling operations
- shaft sinking.

### **MECHANICAL SUPERINTENDENT**

A minimum of one year's experience carrying out the following types of work in respect of mobile or fixed plant:

- installation
- commissioning
- mechanical maintenance
- repair.

### **ELECTRICAL SUPERINTENDENT**

A minimum of one year's experience carrying out the following types of work in respect of mobile or fixed electrical installations:

- installation
- commissioning
- electrical maintenance
- repair.

## **Specified unit standard requirements for a first aid certificate**

First aid certificates should now include the following unit standards:

- 6400: Manage first aid in an emergency situation
- 6401: Provide first aid
- 6402: Provide basic life support.

## Disclaimer

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