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<b>Health and Safety Executive</b>		<b>Sector Information Minute</b>	
<b>Manufacturing</b>		<b>SIM 03/2004/52</b> (formerly SIM 04/2004/05)	
<b>Cancellation Date</b>	<b>19/02/2008</b>	<b>Open Government Status</b>	<b>Fully Open</b>
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Target Audience  
FOD Inspectors

## COMPETENCE OF QUARRY MANAGERS AND SAFETY REPRESENTATIVES

This SIM provides information on the continuing programme under the HSC Strategic Plan, concerning the requirement under the Quarries Regulations 1999 that the operator is able to demonstrate the competence of all those involved in the management and operation of the quarry. Inspectors are asked to discuss training and competence at visits in 2004/05. This continues and builds upon the series of visits that was carried out in 2003/04 ([SIM 3/2003/57](#)).

### BACKGROUND

1 The quarry industry Hard Target initiative has shown total accident reduction of 38% in the last three years. Review of the initiative so far indicates that the most successful companies have adopted workforce involvement and embraced National Vocational Qualifications (NVQs). This has resulted in a reduction in accidents in all of the priority topic areas.

2 Competence of managers and the training of safety representatives are two of the areas that the Hard Target set out to address, but these have not been uniformly taken up. Quarries are in the unique position of having legislation requiring competence, and industry specific NVQs which can be used to demonstrate this. Quarry safety representatives have equal rights whether unionised or not, and whether employed by the operator or not (including roving representatives). A four-day training course for representatives has been developed by the Quarries National Joint Advisory Committee (QNJAC) in partnership with the TUC.

3 The industry has made a commitment that 50% of employees will achieve Scottish (S)/NVQ Level 2, and 20% Level 4, by 2004; however so far take-up has been slow and this target will be difficult to achieve.

4 Continuing professional development (CPD) schemes are available through the relevant professional bodies such as the Institute of Quarrying, the Engineering Council, and EPIC, the industry's training and skills organisation. Recording CPD is a key way to demonstrate commitment to maintaining skills once acquired.

### OBJECTIVES/OUTCOMES

5 The objectives of this series of visits are to:

- 1) establish what level of S/NVQ or other means of demonstrating competence

(e.g. Engineering Council - C Eng; I Eng; Eng Tech) are being undertaken by managers

2) establish how managers demonstrate continuing professional development.

3) determine the presence of safety representatives and committees

4) determine the training provided to members of these committees, compared to the minimum standard of the QNJAC / TUC course

6 The outcomes of the visits should be:

1) improved compliance with the Quarry Regulations;

2) improved training and involvement of the workforce in health and safety matters including safety committees;

3) increased awareness and understanding within the industry of the need for demonstrable competence at all organisational levels;

4) increased awareness and take-up of schemes for continuing professional development and for safety representative training

5) reduced accident numbers, contributing to the quarry industry target of halving accidents by 2005.

#### ACTION BY INSPECTORS

7 Inspectors should report on:

1) levels of S/NVQ or other comparable systems being used by the operator to establish and demonstrate the competence of the managers

2) how the operator is ensuring continuing professional development of managers

3) existence of safety representatives and safety committees

4) successful completion of the QNJAC / TUC course by safety representatives

8 Inspectors are asked to report using the proforma given at [Appendix 1](#) and send a copy to the Manufacturing Sector for analysis. Inspectors may also use FOCUS to record items of importance not covered on the proforma.

#### ENFORCEMENT

9 Inspectors should consider issuing Improvement Notices ([Appendix 2](#)) where:

1) The company cannot demonstrate the competence of managers

2) No safety committee exists

3) Members of the safety committee are not trained to the minimum standard

set by the QNJAC / TUC course

## REFERENCES

10 Further guidance on competence is available in [SIM 3/2003/55](#) and Quarry Fact File no.28. [OC 693/6](#) and [SIM 3/2003/53](#) contain further information on the Quarry Regulations 1999.

## FEEDBACK/TRAINING

11 Problems encountered by inspectors should be fed back to the Quarries Group of the Manufacturing Sector, where guidance will be provided.

## EVALUATION

12 Evaluation will include:

- 1) use of the proforma will give an estimation of the standards at quarries;
- 2) numbers of notices issued compared with number of sites visited
- 3) comparison of effectiveness of operational input and enforcement activity *cf.* sector input through seminars and central interventions with large operating companies
- 4) numbers of S/NVQ applications registered with the awarding body *cf.* number of managers in the industry
- 5) number of registrations of chartered / incorporated engineers and geologists from the industry

Date first issued: 19 February 2004

[PDF version for printing](#)  (112Kb)

## APPENDIX 1

([para 8](#))

### COMPETENCE OF QUARRY MANAGERS AND SAFETY REPRESENTATIVES

Inspector	Date
Client no	Operator
Location	Quarry

This programme considers the competence and continuing professional development of quarry managers and safety representatives. Please tick the most appropriate box for each question.

Competence	Yes	No	Comment
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(i) Are managers engaged in S/NVQs?			
(ii) At what levels – Level 1			
Level 2			
Level 3			
Level 4			
Level 5			
(iii) Is CPD required as part of the operator's quarry management system (as set out in the health and safety document)?			
(iv) Are managers on site recording CPD?			
<b>Consultation</b>			
(v) Are safety representatives appointed?			
(vi) Have they attended the QNJAC / TUC course?			
(vii) Have they attended other relevant training?			
<b>Further comments (including enforcement action)</b>			

Please return completed form to L Weston, Manufacturing Sector, Cardiff

APPENDIX 2  
([para 9](#))

“MODEL” IMPROVEMENT NOTICES

## Improvement Notice

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To : Name  
Address  
Trading as

Inspector's full name I,  
Inspector's official designation one of Her Majesty's Inspectors of Health and Safety, being an Inspector appointed by an instrument in writing made pursuant to section 19 of the said Act and entitled to issue this Notice  
Official address of Health & Safety Executive,  
Telephone number

hereby give you notice that I am of the opinion that

Location of premises or place of activity at the above address

you, as An employer and a quarry operator  
the following statutory provisions :  
Health & Safety at Work etc. Act 1974, Section 2(c)  
Quarries Regulations 1999, Regulation 9(a)  
The reasons for my said opinion are :  
that a person working at the quarry, namely (name), the (job title), is not competent for the work he/she is required to do, and is not operating under the supervision of some other person who is competent to instruct and train him/her in that work  
**and I hereby require you to remedy the said contraventions or, as the case may be, the matters occasioning them, by**  
**and I direct** that the measures specified in the Schedule which forms part of this Notice shall be taken to remedy the said contraventions or matters

Date for compliance Signature Date

An Improvement Notice is also being served on  
of  
related to the matters contained in this Notice

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## Improvement Notice

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To : Name  
Address  
Trading as

Inspector's full name I,  
Inspector's one of Her Majesty's Inspectors of Health and Safety, being an Inspector appointed by

official  
designation  
Official  
address  
Telephone  
number

an instrument in writing made pursuant to section 19 of the said Act and entitled to  
issue this Notice  
of Health & Safety Executive,

Location of  
premises or  
place of  
activity

hereby give you notice that I am of  
the opinion that  
at the above address

you, as A quarry operator  
the following statutory provisions :  
Quarries Regulations 1999, Regulation 40(1)

The reasons for my said opinion  
are :

that no arrangements have been made (maintained) to enable the  
operator and persons who regularly work at the quarry to co-operate  
effectively in promoting and developing measures to ensure the health,  
safety and welfare of persons who regularly work at the quarry, and in  
checking the effectiveness of such measures

Date for  
compliance

**and I hereby require you to  
remedy the said contraventions  
or, as the case may be, the  
matters occasioning them, by**

**and I direct** that the measures specified in the Schedule which forms part of this  
Notice shall be taken to remedy the said contraventions or matters

Signature

Date

TOP ▲

**COMPETENCE OF QUARRY MANAGERS AND SAFETY  
REPRESENTATIVES**

Inspector	Date
Client no	Operator
Location	Quarry

This programme considers the competence and continuing professional development of quarry managers and safety representatives. Please tick the most appropriate box for each question.

<b>Competence</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
(i) Are managers engaged in S/NVQs?	<input type="checkbox"/>	<input type="checkbox"/>	
(ii) At what levels – Level 1	<input type="checkbox"/>	<input type="checkbox"/>	
Level 2	<input type="checkbox"/>	<input type="checkbox"/>	
Level 3	<input type="checkbox"/>	<input type="checkbox"/>	
Level 4	<input type="checkbox"/>	<input type="checkbox"/>	
Level 5	<input type="checkbox"/>	<input type="checkbox"/>	
(iii) Is CPD required as part of the operator's quarry management system (as set out in the health and safety document)?	<input type="checkbox"/>	<input type="checkbox"/>	
(iv) Are managers on site recording CPD?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Consultation</b>	<input type="checkbox"/>	<input type="checkbox"/>	
(v) Are safety representatives appointed?	<input type="checkbox"/>	<input type="checkbox"/>	
(vi) Have they attended the QNJAC / TUC course?	<input type="checkbox"/>	<input type="checkbox"/>	
(vii) Have they attended other relevant training?	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Further comments (including enforcement action)</b>			

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Please return completed form to L Weston, Manufacturing Sector, Cardiff