



Quarries National Joint Advisory Committee (QNJAC)

General Series

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***Guidance on the
Appointment and Nomination of
Competent Individuals in Quarries***

GUIDANCE ON THE APPOINTMENT AND NOMINATION OF COMPETENT INDIVIDUALS IN QUARRIES

This Information Sheet gives guidance to help in the appointment and nomination of Competent Individuals to take charge of quarry operations to comply with Regulation 8 of The Quarries Regulations 1999. It should be read in conjunction with the Approved Code of Practice "Health and safety at Quarries" (L118) (which can be downloaded free of charge from HSE's website (<http://books.hse.gov.uk/hse/public/home.jsf>)).

INTRODUCTION

There must be a Competent Individual appointed by the operator to be ***in charge and on site at all times people are at work in the quarry***. Their role is to control and coordinate health and safety requirements in respect of the full range of activities carried out.

This person is the ***Appointed Individual*** under Regulation 8(1)(c). They are appointed to ensure that an individual is responsible at all times when work is being done in the quarry, ensuring the implementation of the health and safety document so as to protect the health and safety of those in the quarry and also those in the area immediately surrounding it, who might be affected by the quarrying activities.

When the Appointed Individual is not on site, a suitably competent individual must be nominated as their substitute.

This person is the ***Nominated Substitute***, nominated in accordance with Regulation 8(1)(d) to take charge.

In addition to the above, an adequate number of competent individuals must be appointed to manage the quarry safely, in accordance with Regulation 8(1)(e).

Appointments should be in writing and summarise the duties and authority of the named individual appointed.

The quarry operator must ensure that all individuals are competent to fulfil their role. They should have sufficient training, experience, knowledge and other qualities to enable them to carry out the duties assigned to them.

DEFINITION OF 'QUARRY'

A quarry will consist of the quarry excavation itself and any processing facilities for the extracted minerals surrounding or adjacent to the quarry. Quarrying operations will include the processing of the extracted mineral up to and including the point where the preparation for sale of the mineral is complete, and will include stocks of processed mineral and bagging plant operations.

Stockpiles and tips are part of the quarry. Those situated some distance away from the quarry site ('remote tips') will form part of the quarry if the stockpile or tip is used in conjunction with the operation of the quarry, for example a clay stockpile at a brickworks, or is situated on land occupied by the quarry operator. This will be the case unless the quarry operator agrees with the operator of one or more other quarries, in accordance with regulation 3(4), that the tip will form part of another quarry.

This would not include stocks of material that have been sold to a customer and are stored at their premises. Other processes on the same site as the remote tip which are unconnected to either the excavation or preparation for sale of the minerals would not form part of the quarry and may be demarcated as such in the health and safety document, in accordance with regulation 7(2)(c). This might include, for example, the brickworks next to the clay stockpile.

Additional processes such as coating plants, asphalt or ready-mixed concrete plants may be excluded from application of The Quarries Regulations 1999, provided they are used **only** for work which is unconnected with the extraction or preparation for sale of the minerals (Regulation 4(2)(c)). This area would need to be clearly marked on the site plan forming part of the Health and Safety Document.

Care must be taken to avoid confusion. Arrangements would need to be detailed in the Health and Safety Document to ensure health and safety co-ordination between areas subject to the Quarries Regulations and those excluded. It may often be simpler to treat the whole site as a quarry to which the Quarries Regulations apply.

WHAT A QUARRY OPERATOR SHOULD DO

1. **Appoint** a competent individual at each site to take charge.
2. More than one person could be identified to act as a substitute, but only one individual should be **nominated** to act in this capacity at any one time.
3. Operators might find it helpful to authorise, in writing, a number of persons who can be nominated to be in charge as substitutes so there is a pool of competent individuals. This information should be recorded in the Health and Safety Document as required by Regulation 7(1)(d).
4. The Nominated Substitute should be made aware at all times when they are in charge. The workforce should be able to identify who is in charge at any given time.
5. The authority and roles of the appointed competent individual and their substitute, together with the arrangements for covering absences, for example due to sickness absence, leave, emergencies, multi-shift operations, should be set out in the Health and Safety Document.
6. The Nominated Substitute must possess the competencies necessary for them to take charge of all operations that are being, or might be expected to be, undertaken during the time they are in charge.
7. Part of being competent is knowing the boundaries of that competence. If a situation arises on site that is outside of the competencies of the substitute, they must be able to recognise this and put in place the necessary procedures to avoid danger. This might require shutting down plant or quarantining an area, and summoning competent assistance as a matter of urgency.

For example, if a misfire is exposed outside normal working hours and the person in charge has no competence in explosives, they need to know what procedures to put in place to avoid immediate danger and how to obtain competent assistance as soon as possible.

8.

SOME PRACTICAL EXAMPLES:

It is not possible in a short Information Sheet to give examples of all situations which might arise. The following are intended to illustrate possible solutions to more common

occurrences. It is assumed that the asphalt and ready-mixed concrete plants form part of the quarry, and are not demarcated as being outside the quarry in accordance with Regulations 4(2)(c) and 7(2)(c).

- A large quarrying operation might consist of more than one excavation. A competent individual has been appointed to take charge of the whole quarry (8(1)(c) appointment). To ensure that there is always sufficient cover for times when the appointed individual is away from the site, the operator may choose to authorise more than one competent individual to be available to act as substitute, but only one individual can be nominated (under 8(1)(d)) at any one time to cover for the absence of the Appointed Individual. The appointed/nominated individual will be supported in their role by those appointed to manage the quarry safely (8(1)(e)).
- Maintenance work might be carried out at a time when no other work is going on at the quarry. The operator's assessment may conclude that a particular maintenance manager or supervisor, perhaps following additional instruction and training, is suitably qualified and competent to take charge of all work at the quarry during that time and can therefore be the Nominated Substitute for the Appointed Individual.
- The asphalt plant at the quarry might start up before the main quarrying operations in the morning. The asphalt plant is situated adjacent to an old quarry face (i.e. a quarry face above a place of work at a quarry). As the operation of the asphalt plant is the only work activity being carried on at the quarry, the operator might assess the asphalt plant manager/supervisor as a suitable and competent Nominated Substitute for the Appointed Individual and able to take charge of the quarry during this time, subject perhaps to additional training and instruction. However, this person would need to be competent to carry out the inspection of the relevant face required by regulation 12.
- If the **maintenance** and **asphalt plant** operations overlap, there must still be only one person in charge, in this case over both operations. This person must be competent to take charge of both.
- The appointed competent individual at a large quarry is called away to a meeting and has to leave the site. Normal quarry operations are in progress, along with asphalt and ready-mixed concrete production. A substitute has been nominated to take charge of the *whole* site. That person must be competent to be in charge of all of the operations being carried on.

The nominated substitute would not necessarily need to have identical competencies to those possessed by the Appointed Individual. For example, the Appointed Individual might, as a senior manager, be empowered to take strategic decisions on behalf of the operator, which would not be the case with the Nominated Substitute.

The duties of the Nominated Substitute should be set out in the 'Health & Safety Document'. The substitute would need to be competent to be in charge of all work at the site but might be supported by several competent individuals who supervise quarry extraction and processing, the asphalt plant and ready-mixed concrete plant. These supervisors should be appointed to ensure the quarry is managed safely (Regulation 8(1)(e)).

- Where there is a multi-shift system, a competent individual is still required to be appointed to take charge whenever work is being carried out.

This person is supported by one or more shift supervisors who, having been assessed as competent for the role, have been authorised to be nominated to act as a substitute when the competent individual is not on site. Whenever the Appointed Individual is not on site, a nominated substitute would take charge. Only one individual can act in this capacity at any one time.

End.



The Geological Society



Kaolin and Ball Clay Association (UK)

