

Level 4 Diploma in Safety, Health and Environmental management in mineral product Operations



The need for competence

Under many pieces of legislation the HSE state the need for training and competence in the roles performed at operating sites. A good example is this is Quarries Regulations 1999 which states

‘The (*Quarry*) operator shall ensure that no person undertakes any work at the quarry unless –

(a) that person is either competent to do that work or he does so under the instruction and supervision of some other person who is competent to give instruction in and to supervise the doing of that work for the purpose of training him; and

(b) a sufficient number of persons with the requisite competence to perform the tasks assigned to them are present’ *Regulation 9 Quarries Regulations*

The HSE within the Quarries Regulations guidance section they state that ‘Competence can be described as the combination of training, skills, experience, knowledge and other qualities that a person has and their ability to apply them to perform a task safely. Other factors, such as attitude and physical ability, can also affect someone’s competence’

Also within the guidance the HSE state that – ‘The risk assessments and National Occupational Standards (NOS) can help to determine the health and safety competencies needed for particular jobs. By comparing the competencies needed with those which people already have, managers can determine what additional skills are required and how these can be achieved, for example through training and coaching’.

Vocational Qualification Levels

Level	Equivalent to:	Target Role in Extractives
Level 7	Masters Degree, MA, M.Sc, MPhd	Director, Area/ General Manager
Level 6	Bachelors Degree	Site/ Quarry Manager
Level 5	Foundation Degree	
Level 4	Certificate of higher education	Assistant Managers/ Supervisors
Level 3	A level	Foreman
Level 2	GCSE Grades A-C	Operative
Level 1	GCSE Grades D-G	Entry level introduction

Level 4 Diploma in Safety, Health and Environmental Management in Mineral Product Operations

The level 4 Diploma is aimed at people within the organisation that occupy;

- Experienced Site Supervisors, assistant quarry managers
- Assistant managers for minerals production factories.

The qualification is built up of two parts

(a) **Demonstration of knowledge** - this is demonstrated through a two-day workshop plus completion of knowledge based questions, which is marked by the assessor and the candidate is given feedback

(b) **Performance related evidence** - The candidate will be demonstrate exposure they have had (but not exclusively to criteria listed below). It is the assessors role to use various methods to understand compliance with the criteria.

In all pathways candidates must have been directly involved and possess evidence in:

- Audits
- Inspections (quarries), Risk assessment quarries, Geotechnical assessment and corrective actions
- Risk management
- Aspect and impacts review
- Management of SHE systems
- Accident and incident investigations
- Management of data, analysis
- Contractor management
- Identification of training for them and their team, liaising with professionals with regards to training

Different Pathways

Pathway 1	Pathway 2	Pathway 3
General pathway for all, including non quarry personnel	Suggested for sand and gravel operations	Suggested for hardrock quarries (blasting operations)
Units 1 to 5	Units 1 to 6	Units 1 to 7

Unit SHE01 - Contribute to and Promote a Positive Safety, Health and Environmental

Mandatory
unit

The different types of evidence that would be gathered for this unit would consist of the following:-

- SHE committee meetings
- Personal development plans
- Contractor inductions
- Daily briefs (video)
- Toolbox talks
- Maintenance meeting that are documented
- Video of the learner talking through how they contribute SHE culture, this might include:
- Notice boards, visitor inductions, safety briefs, Safety week, KPI boards

Unit SHE02 - Identify and Implement Safety, Health and Environmental Training

Mandatory
unit

The different types of evidence that would be gathered for this unit would consist of the following

- Video of how you liaise HR functions of your business to arrange training
- Video of systems used to identify training requirements for the candidate and his or her team
- Evidence of training received in the form of certificates and Toolbox talks for the last two years for candidate and their teams
- Contractor inductions carried out and the system used within the organisation to highlight if the contractor is able and competent.

Unit SHE03 - Identify, Recommend and Support the Implementation of Safety, Health and Environmental

Mandatory
unit

This unit is for the candidate to be able to demonstrate 12 SHE improvements that they have carried out whilst with the company over the last two years.

The 12 SHE improvements have to consist of a minimum of 3 Safety improvements, 3 Health improvements and 3 Environmental improvements that they have carried out.

The improvement evidence is usually gathered in the form of the storyboards where the candidate describes an improvement with the aid of photos and screen shots that they have been involved with in from start to finish.

This evidence can also be captured by video and photos by the assessor with the candidates giving a narrative of how the improvement was made.

Unit SHE04 - Identify Health and Safety Hazards and Environmental Aspects and Reduce Risks/ Impacts

Mandatory
unit

The candidate will provide good risk assessments that they have written or authorised which cover the following criteria:

- Ground conditions
- Manual Handling
- Substances
- Working at heights
- Workplace layout
- Transport
- Machinery and guarding
- Working practices

For the Environmental performance related evidence the candidate would generally submit the review of the sites Aspect and impacts.

If this is not consistent with the company's strategy with management of the Environmental impact that the site as on the Environment an alternative way is to conduct an Environmental risk assessment for Aspects that the site has.

SHE05 - Supervision of Teams and Individuals in Mineral Products Operations

Mandatory
unit

The candidate will provide good risk assessments Be able to supervise teams and individuals.

The candidate will gather evidence for the following;

- Personnel development plans
- SHE Committee meeting
- Maintenance meeting
- Weekly safety meetings
- The following evidence will be gathered in the form of video with the candidate describing how the management tools are used to supervise, motivate and monitor teams performance:
- Daily briefs
- Face to face discussions
- Employee engagement
- Near hit reporting and feedback
- KPI discussions with team
- Safety briefs with employee feedback

VQ Level 4 – Unit 6 & 7 (Optional Pathways)

Unit SHE06 - Quarrying Safety, Health and Environmental Aspects

Optional
unit

P2
Additional
Unit

P3
Additional
Unit

Be able to apply quarry specific safety, health and environmental aspects evidence that is required for this unit would comprise of the following evidence being gathered:

- Excavation and tip rules
- Risk assessments pertaining specifically to the extraction area
- Quarry inspection for faces, haul roads, lagoons, tips, stockpiles (This includes assessor walking of the quarry asking quarry specific questions around how the inspection is conducted, what are they looking for and at)
- Aspect and impacts assessment
- Contractor induction for the quarry
- Video of the candidate talking through the quarry plan
- Evidence of inspection which required remedial action

Unit SHE07 - Knowledge of Drilling and Blasting in Quarries

Optional
unit

This evidence is gathered by a candidate completing a knowledge workbook on drilling and blasting in quarries, the Assessor will then review the workbook with the candidate.

P3
Additional
Unit

Frequently asked questions - VQ

How long will the Level 4 take to complete?

A well organised candidate can complete the qualification in around 12-14 weeks. The timeframe starts from the registration of the candidate.

How much work is involved from the candidate

It is upto the candidate to 'drive' their qualification, as part of visit planning the assessor will inform the candidate what evidence will be required for the next scheduled assessment visit. You must prepare the visit and gather the agreed evidence.

How long does each assessment visit take and how many visits are required?

This really depends on the candidate and their level of organisation for the visit. Most assessment sessions start at around 08.30am and are completed for around 3pm. The number of sessions varies according to the candidate, average is 3 to 4. Sessions can be carried out virtually or in person.

Does the qualification work for operations other than Quarries?

Yes, it is aimed at all supervisory personnel who look after non quarry operations, such as asphalt plant supervisors, block plant supervisors, readymix plant supervisors. They complete pathway 1 only.

Who manages the portfolio?

We store all qualification evidence in an electronic portfolio. The assessor will fully manage your portfolio and the indexing of evidence.



IOSH Managing Safely for Mineral Products

Our IOSH Managing Safely for Mineral Products course is the next level up from the course you have completed today. This course is completed over 3 days and is available via in person and virtual courses and via e-learning.



IOSH Working Safely for Mineral Products

Our IOSH Working Safely for Mineral Products course is the entry level course for operatives and any other person working in the sector. This course is completed over 6 hours and is available via in person and virtual courses and via e-learning.

IOSH IOSH Working Safely for Mineral Products 	IOSH IOSH Managing Safely for Mineral Products 	SAFETY COACHING Behavioural Safety
SAFETY COACHING Geotechnical Awareness 	SAFETY COACHING Hazardous Substances and Dust 	SIRBRIGHT Health and safety Awareness in Construction (NOCH)
SAFETY COACHING Isolation and Lock-Out of Machinery 	SAFETY COACHING Occupational Health Awareness 	SAFETY COACHING Practical Incident Investigation Techniques
SAFETY COACHING CDM Awareness 	SAFETY COACHING Quarries Regulations 1999 	SAFETY COACHING Respirable Crystalline Silica

Other courses

A full list of our current courses is available on our website [safetycoaching.com](https://www.safetycoaching.com)

We also design and deliver a range of training courses to meet clients' requirements. Such as risk assessment or incident investigation programs



Online Learning



Training Courses



Professional
Development



Coaching &
Mentoring



Safety
Communications



Recruitment &
Selection



Safety Culture

safety
coaching