



KOKATHA MINING SERVICES

JOB SPECIFICATION

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| Job Title: | Courier Driver – Food Delivery Van |
| Classification: | <i>Road Transport & Distribution Industry Award 2010</i> ("Award") – Grade 3 |
| Reporting to: | ACS Camp Manager |
| Hours: | To be advised |
| Location: | Carrapateena Mine – Geology and Processing Departments |

POSITION OVERVIEW

This position with Kokatha Mining Services pertains to the refrigerated transport services to undertake the delivery of supplies from Port Augusta and Whyalla to the Exact camp locate at Mt Gunson.

The Courier driver will be responsible for driving a refrigerated truck (MR). The service may also be required to transport freight from the surrounding region and Adelaide, as directed.

1. Activities

The Courier driver will perform several activities daily, under direction from the ACS Camp Manager. These activities will include but are not limited to the following:

- Carry out daily Pre-Start-Checks for courier truck
- Attend Pre-Start meetings as required.
- Review orders before and after delivery to ensure that documents are complete, and the details are correct.
- Load, transport, and deliver items in a safe, timely manner.
- Ensure load is secured with appropriate tie down straps.
- Adhere to assigned routes and follow time schedules.
- Abide by all transportation laws and maintain a safe driving record.
- Preparing reports and other documents relating to deliveries.
- Operate equipment and machines, such as trucks, forklifts, etc. in accordance with safe operating procedures.
- Use safe manual handling techniques, practice safe work habits following KMS Health, Safety and Environment policies
- Utilise and maintain personal protective equipment (PPE) as provided by KMS where required
- Report any health or safety hazards, faults, repairs, and incidents to the Supervisor and record on the appropriate forms immediately
- Report all damaged and broken equipment to your supervisor and record on the appropriate form
- Adhere to the site access requirements, including:
 - Courier vehicle maintained to specified site standards, and
 - Personnel to specified to site entry requirements.
- Adhere to transport protocol, including:
 - Maintain sample documentation; and
 - Comply with pick-up and delivery schedules.
- Ensure a safe working environment is maintained at all times with regard to the vehicle.

- Comply with the KMS's Fatigue Management Procedure to ensure fitness for work each day.
- Adhere to Chain of Responsibility requirements
- Participate in safety training, safety audits and contribute to ongoing reviews of safe systems of work.
- Conduct regular safety checks on plant, machinery and work procedures.
- Other duties as may be required from time to time to fulfil the needs of the Courier Service

2. Outcomes Required

Courier vehicle must:

- Have current motor vehicle registration
- Be maintained in a roadworthy condition, and kept clean and tidy
- Be compliant with the OZ Minerals Carrapateena Light Vehicle Specifications (CA-OHS-SPE-1000).

Transport Protocol

Ensure food items are transported in accordance with food handling requirements under the Food Transportation Guidelines by SA Health Department, and ACS's QA. Training will be provided.

3. Qualifications

- HR Licence Preferred, MR Licence Essential
- High Risk Forklift ticket essential

2. Skills

- Truck driving experience preferred
- Securing loads
- Basic mathematics skills
- Legible handwriting
- Attention to detail
- Ability to develop sound relationships with customers and contractors
- Excellent organisation skills

3. Personal Attributes

- Be well presented and courteous in approach to customers, contractors and other employees.
- Have a reasonable level of physical fitness
- Display a proactive approach to the role and be punctual in attendance.
- Ability to work unsupervised
- Ability to adhere to assigned routes, schedules, safety procedures and transportation laws
- Ability to walk, drive, and lift heavy items
- Ability to prioritise tasks
- Experience in working in remote areas and living away from home, if required.

4. Reports to:

Direct report: ACS Camp Manager

Indirect report: KMS Site Supervisor

APPROVAL/ACCEPTANCE

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| APPROVED BY: Cate Ballantyne | Date: |
| Position Title: Chief Executive Officer | Signature: |

I have read and agree with this Position Description

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|---------------------|------------|
| ACCEPTED BY: | |
| Date: | Signature: |