

Alberta Mine Safety Association

**A.M.S.A.  
MINE SUPERVISOR  
EDUCATION PROGRAM**

**STANDARDS**

**AMSA Mine Supervisor Education Program Sub-Committee**

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### **DISCLAIMER LIABILITY**

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Table Of Contents

DISCLAIMER..... ii
DISCLAIMER LIABILITY ..... ii
TABLE OF CONTENTS ..... iii
A. INTRODUCTION ..... 1
1. HISTORY ..... 1
2. PURPOSE OF THE PROGRAM ..... 1
B. MINIMUM PROGRAM SPECIFICATIONS:..... 2
1. TESTING AND CERTIFICATION REQUIREMENTS: ..... 2
2. CERTIFICATE ..... 3
3. TRANSFERS ..... 3
4. RE-CERTIFICATION ..... 3
5. MINE SUPERVISOR EDUCATION PROGRAM UPGRADE ..... 3
6. SUPERVISOR/MANAGER UPGRADE ..... 4
7. NUMBER OF QUESTIONS PER TEST ..... 4
C. TESTING PROCESSES ..... 5
1. TESTING METHOD ..... 5
2. PROCESS FOR NON AMSA MEMBERS TO ACQUIRE PROGRAM ..... 5
D. ADMINISTRATION ..... 6
1. EMPLOYER / COMPANY ROLES AND RESPONSIBILITIES ..... 6
2. AMSA ROLE AND RESPONSIBILITIES ..... 6
3. AMSA MSEP COMMITTEE ..... 7
E. QUESTION SECTION ..... 8
1. ACTS/REGULATIONS/CODES INCLUDED IN THE PROGRAM ..... 8
2. REGULATIONS NOT APPLICABLE ..... 9
3. COMMON WORK AREA AND PERFORMANCE CATEGORIES: ..... 9
4. SAMPLE OF TEST QUESTION DEVELOPMENT FORMAT ..... 12
5. EXAMPLE OF TEST QUESTION ..... 12
F. COMPUTER PROGRAM ..... 13
1. INTERNET ACCESS IS REQUIRED ..... 13
2. COPYRIGHT ..... 13
4. REFERENCE MATERIALS ..... 13
5. ACCESS REQUIREMENTS ..... 13
G. EDUCATION AND REFERENCE MATERIAL ..... 15
1. PROGRAM REGULATIONS LISTING ..... 15
2. LIST OF ADDRESSES FOR REFERENCE MATERIALS ..... 16
APPENDIX ..... 17
I. DEFINITIONS ..... 17
II. ACTS/REGULATION/CODES NOT APPLICABLE ..... 19
III. FLOW CHARTS ..... 21
IV. AMSA SUPERVISORS EDUCATION PROGRAM COMMITTEE MEMBERS ..... 22



## **A. INTRODUCTION**

### **1. HISTORY**

During the development of the Alberta Mine Safety Regulations the topic of certification of company officials was raised. Changes in business management practices, business environment, management techniques, and the significant change in the government's philosophy of companies taking on the responsibility of compliance to regulations, the mining industry recognized that there was a need to look at alternative methods of certifying company officials.

In light of the change in the mining industries approach to safety, the overall improved safety performance of the Alberta mining industry, and the fact that employers are accepting the responsibility to ensure compliance on their own, a proposal was put forward to develop one education program. This would involve all mining non-administrative front line supervision and would cover all pertinent regulations and codes for all the mines and quarries in Alberta. This program was to take into consideration and allow for incorporation of the considerable differences in the various mining operations.

A sub committee of AMSA members was organized to manage this project. Standards have been developed to ensure that the integrity of the AMSA Mine Supervisor Education Programs is maintained. All AMSA members agreed that this program would be implemented regardless of the company officials' requirements under the new Mine Safety Regulations.

In 2004 the program was updated to include the new Alberta Occupational Health and Safety Act, Regulation and Code. All certification prior to the update was ruled insufficient to meet intent. As a result all certificated with expiry dates before Feb 1<sup>st</sup> 2009 are no longer valid and the applicant must rewrite their tests and acquire a new certificate.

### **2. PURPOSE OF THE PROGRAM**

It is the responsibility of employers of a Mine or Quarry in Alberta to ensure that all permanent first line supervisors in Mines or Quarries are knowledgeable in applicable regulations in their area of responsibility that may impact the health and safety of employees. The AMSA Mine Supervisor Education Program addresses this responsibility by defining a program of education and testing that is administered by the employers and the Alberta Mine Safety Association (AMSA).

**B. MINIMUM PROGRAM SPECIFICATIONS:****1. TESTING AND CERTIFICATION REQUIREMENTS:**

An employer at a Mine or Quarry, shall ensure that permanent incumbents in non administrative supervisory/manager positions are holders of valid Alberta Mine Safety Association certificates. These certificates issued by their employer and AMSA verify the supervisor/manager is knowledgeable in applicable health and safety regulations for their area of responsibility as identified by the company. Enhanced certification requirements are required for underground mines.

Certificates are awarded to candidates only after successful completion of an examination, designed and endorsed by AMSA and administered by the employers, related to worker health and safety in their area of supervision.

All supervisors/managers at open pit mines or quarries have six (6) months to obtain the program certificate after the initiation date of the program or after he/she has been appointed to the supervisory position.

Except as otherwise exempt under a provisional certificate, as defined in the Alberta Mines Safety Regulations, all supervisors/managers in underground mines must have their certificate prior to job placement.

The test will be modular in format and structured to the area of responsibility or focus of the supervisor/manager. If the area of responsibility changes or extends, then the supervisor/manager will have six (6) months to upgrade his certificate in the new area. If the area of an underground mine supervisor's focus changes or extends then the supervisor/manager will have his/her AMSA certificate upgraded before accepting increased responsibilities.

The certificates are valid for a maximum of five years and can be renewed by the candidates by successfully rewriting the applicable test before the expiry date. The employer may require re-testing at any time to ensure the supervisor's maintain basic knowledge of the regulations.

The test will have a basic module that all supervisors/managers will require. This module will contain common sections from the required acts and regulations. He/she will also take supplementary modules specific to the supervisor area of focus. (Example: electrical, underground operations, blasting, etc.).

**2. CERTIFICATE**

AMSA will issue a formal numbered certificate signed by a Company representative (Management) and by the AMSA Chairperson. Certificates will expire five years after issue.

Records of certificates, tests, expiry dates and modules taken are maintained by AMSA and will be accessible for review for any audit requirements.

**3. TRANSFERS**

A supervisor/manager who moves from one mining company to another within the province shall have the ability to have his/her certification results transferred to his/her new place of employment by means of an internal mechanism within the AMSA Mine Supervisor Education Program. This would allow his/her record to remain active and current.

Any additional modules required for the position at his/her new place of employment shall be administered by that employer. The new company has the option to accept the transfer or to require re-testing of required modules for the new position.

**4. RE-CERTIFICATION**

An AMSA program re-certification test is required every 5 years from the initial program basic certification date.

All other testing over and above the AMSA minimum requirements is at the company's discretion.

**5. MINE SUPERVISOR EDUCATION PROGRAM UPGRADE**

When new regulations or changes occur, the Mine Supervisor Education Program Committee will issue, where deemed necessary, additional questions for the applicable material and update the master file.

New applicants or those upgrading will be tested on this material. Employees who are certified will receive this information when their certificates expire or earlier as deemed necessary by the company.



**6. SUPERVISOR/MANAGER UPGRADE**

If the supervisor's area of responsibility changes, then the supervisor/manager will have six (6) months to upgrade his certificate in the new area. In underground mines if the supervisor's area of responsibility changes, then the supervisor/manager will have his/her AMSA certificate upgraded before performing any revised or increased responsibilities.

**7. NUMBER OF QUESTIONS PER TEST**

The Mine Supervisor Education Program Committee will determine the percentage of questions per Act, Regulation, or Code that will be required for an individual test.



## **C. TESTING PROCESSES**

### **1. TESTING METHOD**

The program is self study, open book with reference material and tests supplied by the employer.

The tests will be computer generated from a matrix of each supervisor/manager type with a number of questions from applicable acts, regulations, or codes. The computer will randomly pick the multiple choice questions based on the matrix such that each test will have different questions in different order.

Each question will have the act, regulations, or code name and part (if applicable) identified so that the supervisor/manager can find the answer by researching reference material. A hard copy of the tests can be issued to the candidates at the employer's discretion.

The test will be issued for a maximum of six months (hard copy and/or computer copy). After six months a new test will be required, as any uncompleted test will be deleted from records.

To eliminate the candidates from simply guessing until they get the right answer, thus defeating the purpose of the program, an 80% or better mark requirement has been placed on test results in order to remain in the testing process.

If less than 80% is achieved, a new test will be generated as it is felt it would be of benefit for the candidates to start again. To start again, the candidate will have to re-register and will receive a new set of test questions.

The testing process is not successfully completed until the candidates correct any wrong answers to ensure their test is 100% correct, at which time the certification process will be initiated. (This is to ensure a basic knowledge of the legislation is understood.)

### **2. PROCESS FOR NON AMSA MEMBERS TO ACQUIRE PROGRAM**

A non AMSA company is required to locate an AMSA member to sponsor them in acquiring or utilizing the program. The AMSA member will contact the AMSA Mine Supervisor Education Program Chairperson and request that the non member be allowed to obtain/utilize the program. The sponsor member will be responsible for training and setting up the non AMSA member to allow them to commence testing. All program requirements for contact with AMSA will be through the sponsor member.



## **D. ADMINISTRATION**

### **1. EMPLOYER / COMPANY ROLES AND RESPONSIBILITIES**

The following are Company/Employer responsibilities for the administration of the Mine Supervisor Education Program.

- a) Maintain all records of supervision including the tests, modules taken, dates of expiry, etc.
- b) Ensure regulation question updates and updates are kept current.
- c) Inform supervisors/managers when certificates expire and arranges for re-testing.
- d) Maintain and update education/reference material.
- e) Determine modules of testing required of each supervisor/manager/position.
- f) Maintain upgrading testing as supervisors/managers change positions or add to their area of responsibility/focus.
- g) Ensure testing of permanent contractor supervisors/managers at the mine site occurs.
- h) Accommodate requests from contractors and non effected employees for testing (within reason).
- i) Administer compliance to the certificate requirements. (see Section B-1)
- j) Audit company program activities and mandatory supervisor/manager involvement.

### **2. AMSA ROLE AND RESPONSIBILITIES**

- a) Identify applicable program reference material for employers use.
- b) Develop, maintain and upgrade testing questions.
- c) Develop and maintain the computer testing program.
- d) Supply signed and numbered certificates to employers as required.
- e) Maintain a data base of Alberta supervisors/managers and numbered certificates.



**3. AMSA MSEP COMMITTEE**

- a) Chairman of committee must be an AMSA member.
- b) Committee members (min. 5 max. 10) An alternative company can opt in when any existing company gives up its position on the committee.
- c) Minimum of yearly meeting or as required
- d) Upgrade the computer program system (as required)
- e) Develop and present a program orientation package for site administrators.



## E. QUESTION SECTION

### 1. ACTS/REGULATIONS/CODES INCLUDED IN THE PROGRAM

#### Current Regulations

*Air Emissions Regulations and Ozone Depleting &  
Substances Regulation*

Alberta Fire Code

~~Chemical Hazard Regulations\*\*~~

Environmental Protection and Enhancement Act

~~First Aid Regulations\*\*~~

~~General Safety Regulations\*\*~~

~~Mine Safety Regulations \*\*~~

*Natural Gas Installation Code - CAN/CGA B149.1 &  
Propane Installation Code - CAN/CGA B149.1*

~~Noise Regulations\*\*~~

Occupational Health and Safety Act

Occupational Health and Safety Regulation

Occupational Health and Safety Code

Radiation Protection Act

Radiation Protection Regulations

Transportation Of Dangerous Goods Act

Transportation Of Dangerous Goods Regulations

Use of Electricity in Mines - CAN/CSA - M421

~~Ventilation Regulations \*\*~~

Waste Control Regulations

Workers Compensation Act.

For Regulations/Acts/Codes current dates see Section G. "Program Regulation Listing"

\*\*Those with strikethrough have been repealed by the new OH&S Code.



**2. REGULATIONS NOT APPLICABLE**

Regulations considered but determined to not be applicable for Mine supervisors/managers are found in Appendix section II.

**3. COMMON WORK AREA AND PERFORMANCE CATEGORIES:**

***Descriptions***

**Basic Modules** will be required for all non-administrative supervisors/managers.

**Basic Questions** All program participants will have a random selection of these questions. When a question is required by more than four modules it must be categorized as basic.

**Supplementary Modules** will be selected based on the supervisor's responsibility/focus.

- 1) **General:** All program participants who require a general knowledge base of module activities performed in their area of supervision.
- 2) **Specific:** All program participants who are giving direction on how to perform module activity in their area of responsibility.

**Mandatory Questions** All program participants will be questioned on mandatory questions in basic and selected supplementary modules.

***Coding for selecting Questions***

**Mandatory Questions ( \_ \_ \_ M)**

Questions that must be answered by all supervisors/managers, both basic and/or supplementary, will have an (M) at the end of the module code.

**Basic Module**

**Basic Questions (BG)**

Questions all supervisors/managers need to know.

**Supplemental Modules**

**Blasting**

- 1) general (BLG)
- 2) specific (BLS)

**Electrical (e.g. electricians, linesman, instrumentation)**

Fabricate, maintain and repair of electrical installations and equipment.

- 1) general (EG)
- 2) specific (ES)



**Environmental**

- 1) general (ENV)

**Hoists**

- 1) general (HG)
- 2) stationary (HS)
- 3) mobile (HE)

**Material Handling**

- 1) general (MHG)
- 2) conveyors (MHC)
- 3) crushing/sizing (MHCR)
- 4) pumping/pipelines (MHPP)

**Mechanical** (e.g. machinist, mechanics, millwrights, welders)

Fabricate, maintain and repair of machinery.

- 1) general (MG)
- 2) specific (MS)

**Mobile Equipment Operators**

- 1) general (EQG)
- 2) earth moving equipment (EQMS)

**Radiation**

- 1) general (RADG)
- 2) specific (RADS)

**Rigging**

- 1) general (RGG)
- 2) specific (RGS)

**Shops/Buildings**

Requirements associated with operating within the building - supervisor's responsibility is associated with a shop/building environment.

- 1) general (SH)

**Technical**

- 1) general (TEC)

**Utilities** (e.g. carpenter, pipefitter, stationary engineer, gas fitter, etc.)

- 1) general (UTG)
- 2) construction (UTC)
- 3) building maintenance (UB)

**Warehouse**



- 1) general (WG)
- 2) specific (WS)

### **Underground Modules**

#### **Underground Basic Questions (ZBG)**

#### **Underground Blasting**

- 1) general (ZBLG)
- 2) specific (ZBLS)

#### **Material Handling**

- 1) general (ZMHG)
- 2) underground conveyors (ZMHC)

#### **Underground Electrical**

Fabricate, maintain and repair of electrical installations and equipment.

- 1) general (ZEG)
- 2) specific (ZES)

#### **Utilities**

- 1) general (ZUTG)



**4. SAMPLE OF TEST QUESTION DEVELOPMENT FORMAT**

Each question must have the following:

- 1) # of Act/Regulation/Code
- 2) Part of Act/Regulation/Code
- 3) Section of Act/Regulation/Code
- 4) Sub-Section of Act/Regulation/Code
- 5) Page # where answer can be found
- 6) Module Classification
- 7) Question
- 8) 1st Choice.
- 9) 2nd Choice.
- 10) 3rd Choice.
- 11) 4th Choice.
- 12) Correct answer

**Example:**

Question: OH&S General Safety Regulation, Part 1, Section 17, Sub Section, Page 8,

A designated signaler giving hand signals must:

- a) Wear armllets or a vest that clearly identifies the worker.
- b) Wear an orange colored hat.
- c) Only be visible to the person the worker signals to.
- d) All of the answers

Answer (a)

**5. EXAMPLE OF TEST QUESTION**

OH&S General Safety Regulation,

Question Number: 01 Part : 1

Question: A designated signaler giving hand signals must:

- A: Wear armllets or a vest that clearly identifies the worker.
- B: Wear an orange colored hat.
- C: Only be visible to the person the worker signals to.
- D: None of the answers

**F. COMPUTER PROGRAM****1. INTERNET ACCESS IS REQUIRED****2. COPYRIGHT**

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**3. REFERENCE MATERIALS**

- 1) AMSA Mine Supervisor Education Program Standards Manual
- 2) AMSA Mine Supervisor Education Program Administrators Manual
- 3) AMSA Mine Supervisor Education Program Introductory Package

**4. ACCESS REQUIREMENTS*****Supervisor Education Program Authorization*****Organizations Involved**

- 1) AMSA Members
- 2) Non AMSA Industry Company
- 3) AMSA Supervisor Education Program Committee
- 4) Potential For Government or Audit Body
- 5) AMSA – Educational Members

**Program Breakdown**

- 1) Program computer development - AMSA
- 2) Regulations program - AMSA (MSEP)



<b>AMSA Regulation Program</b>	-	<b>Authorization</b>
AMSA MSEP Committee	-	Program Development Administration Question Development
AMSA MSEP Chairperson	-	Master Data Bank Development Authorization Question Development
AMSA Level 1 Administrator	-	Question Distribution Site Representative Authorization
AMSA Level 2 Assistant	-	Testing Authorization Testing Distribution
AMSA Level 3 Distributor	-	Testing Distribution

## G. EDUCATION AND REFERENCE MATERIAL

### 1. PROGRAM REGULATIONS LISTING

Regulation Name	Current Date					Disk	Location
Ozone Depleting Substances and Halocarbons Regulations	2000						Queen's Printer
Alberta Fire Code	2001						Alberta Labor
Environmental Protection and Enhancement Act	1999					Y	Queen's Printer
Natural Gas and Propane Installation Code CAN/CGA B149.1-00							Canadian Gas Association
Occupational Health and Safety Act	2000					Y	Queen's Printer
Occupational Health and Safety Regulation Alt. Reg. 62/2003	2003					Y	Queen's Printer
Occupational Health and Safety Code October	2003					y	Queen's Printer
Propane Storage and Handling Code CAN/CGA B149.2-00						y	Canadian Gas Association
Radiation Protection Act	1999					Y	Queen's Printer
Radiation Protection Regulations	Oct. 97						Queen's Printer
Transportation Of Dangerous Goods Act **	2001					Y	Canada Communication Group
Transportation Of Dangerous Goods Regulations **	2001					Y	Canada Communication Group
Use of Electricity in Mines	2000					Y	
Waste Control Regulation + Amendments	1996					Y	Queen's Printer
Workers Compensation Act	2001					Y	Queen's Printer
Workers Compensation Regulations	2001						

\*\* TDG Act and TDG Regs. can also be obtained from: Tomark, Danatec, and Carswell

## 2. LIST OF ADDRESSES FOR REFERENCE MATERIALS

Regulation/Code/Statute	Publisher	Telephone	Fax	Available On-Line	Web Address
Use of Electricity in Mines Propane Installation Code Natural Gas Installation Code	<b>Canadian Standards Association International (CSA)</b> 1707 - 94 Street Edmonton, Alberta T6N 1E6	Yvonne Peterson (780) 490-2007	(780) 461-5322	ordering	www.csa-intl.org/onlinestore
Propane Installation Code Natural Gas Installation Code	Canadian Gas Association 20 Eglinton Avenue West Suite 1305, P.O. Box 2017 Toronto, Ontario M4R 1K8	(416) 481-1828	(416) 481-2625		
Alberta's Regulations and Statutes	<b>Queen's Printer</b> 11510 Kingsway Avenue Edmonton, Alberta T5G 2Y5	(780) 427-4952 toll free 310-0000	(780) 452-0668	ordering and full text	www.gov.ab.ca/qp
Alberta's Regulations and Statutes	<b>Alberta Labour</b>			full text	www.ov.ab.ca/LAB/regs.html
Alberta Fire Code 1997	<b>Learning Resources Distributing Centre</b> 12360 - 142 Street Edmonton, Alberta T5L 4X9	(780) 427-5775	(780) 422-9750		
	<b>National Research Council of Canada</b>				
	<b>Institute for Research in Construction</b>	(800) 672-7990		CD-ROM	
Transportation of Dangerous Goods Act	<b>Tomark</b>				
	4801- 32 Street SE Calgary, Alberta T2B 2X3	(800) 661-8344	(403) 272-4397		CD-ROM by special order
	<b>Danatec Educational Services Ltd.</b> 1410, 800 - 6 Avenue S.W. Calgary, Alberta T2P 3G3	(800) 465-3366 (403) 232-6950	(403) 232-6952	ordering CD-ROM	www.danatec.com

## APPENDIX

### I. DEFINITIONS

1) **AMSA:**

Alberta Mine Safety Association.

2) *AMSA MSEP Chairperson:*

Alberta Mine Safety Association - Mine Supervisor Education Program Committee Chairperson.

3) *AMSA MSEP Committee:*

Sub committee of AMSA assigned the task of developing, implementing and maintaining the MSEP.

4) *AMSA MSEP Member:*

Alberta Mine Safety Association - Mine Supervisor Education Program Committee member comprised of company representatives belonging to AMSA.

5) *AMSA Level 1 Administrator:*

An AMSA member designated to be the individual company administrator. This person will be responsible to AMSA on behalf of the individual company to ensure that the 'accreditation process' is administered according to the set AMSA standards.

6) *AMSA Level 2 Assistant:*

A company site representative may be appointed at each individual property. This person will administer the accreditation program at the site according to the AMSA standards provided by the AMSA Level 1 Administrator.

7) *AMSA Level 3 Distributor:*

This person will assist the AMSA Level 2 Assistant in the administration of the accreditation program at the site according to the AMSA standards provided by the AMSA Level 1 Administrator.

8) *Applicable Regulations:*

Those acts, regulations and codes which apply to a mine non-administrative front line supervisor.

9) *Certificate:*

A Mine Supervisor Education Program Certificate issued by the Alberta Mine Safety Association.

10) *AMSA – Education Member*

Education institutions that have paid AMSA membership and have been certified by AMSA to use the AMSA education materials.

11) *Certification:*

The method of confirming that a supervisor is aware of the various segments of legislation and rules which could have an impact on how she/he performs or assigns job tasks.

12) *Expiry Date:*

The date on which a Mine Supervisor Education Program Certificate expires.

13) *Mine Supervisor Education Program:*

A program of testing designated to assist supervisors/managers and potential supervisors/managers in understanding the type of legislation and method of researching documentation.

14) *Module:*

A group of questions on applicable regulations as they apply to a supervisor's responsibility.

15) *Non Administrative Supervisor/Manager:*

A supervisor/manager who has direct responsibility over employee health and safety within a mine with the exception of office personnel.

16) *Permanent Contractor:*

Person hired to complete non administrative tasks on the property, but is not under the direction of a MSEP qualified company representative.

17) *Re-Certification:*

Testing required every 5 years to renew certification.

18) *Transfer:*

The movement from one company to another of a certified supervisor's assigned module records.

19) *Upgrade:*

Testing on additional modules other than the modules the employee has been initially certified on.

**II. ACTS/REGULATION/CODES NOT APPLICABLE**

Activities Designation Regulation and Approvals Procedures Regulation Alberta  
Regulation 110/93 & 113/93

Activities Designation Regulation and Approvals Procedures Regulation Alberta  
Amendments 242/93 & 244/93

Beverage Container Regulation

Beverage Container Regulation Amendment 256/93

Boilers and Pressure Vessel Act

Canadian Electrical Code - CAN/CSA 22.1-94

Coal Conservation Act

Conservation and Reclamation Regulation

Conservation and Reclamation Regulation Amendment 245/93

Designated Work Site Order

Designation of Hazardous Materials Regulations

Designation of Occupations Regulations

Disclosure of Information and Environmental Protection and Enhancement  
(Miscellaneous) Regulation Alberta Regulations AR 116/93 & 118/93

Disclosure of Information Regulation Amendment and Environmental Protection  
and Enhancement (Miscellaneous) Regulation Amendments 246/93 & 248/93

Electrical Protection Act/General Safety Regulations

Employee Standards Code

Engineers' Regulations

Environment Council Act

Environment Statutes Amendment Act 1981

Environmental Appeal Board Regulation

Environmental Assessment Regulation Amendment 243/93

Environmental Assessment Regulation and Environmental Assessment  
(Mandatory and Exempted Activities) Regulation Alberta Regulations 112/93 &  
111/93

Explosives Safety Regulations

Gas Protection Regulations

Highway Traffic Act and Regulations.

Industrial Plants Regulation

Natural Resources Conservation Board Regulations

New Tire Advance Disposal Surcharge By-Law

Oilsands Conservation Act and Regulations

Pesticides (Ministerial) Regulations Amendment and Pesticide Sales Handling. Use and Application Regulation Amendments 254/93 & 255/93

Pesticides (Ministerial) Regulations and Pesticide Sales Handling. Use and Application Regulation Alberta Regulation 127/93 & 126/93

Potable Water Regulation

Potable Water Regulation Amendment 251/93

Release Reporting Regulations

Safety Code Act

Tire Recycling Regulation

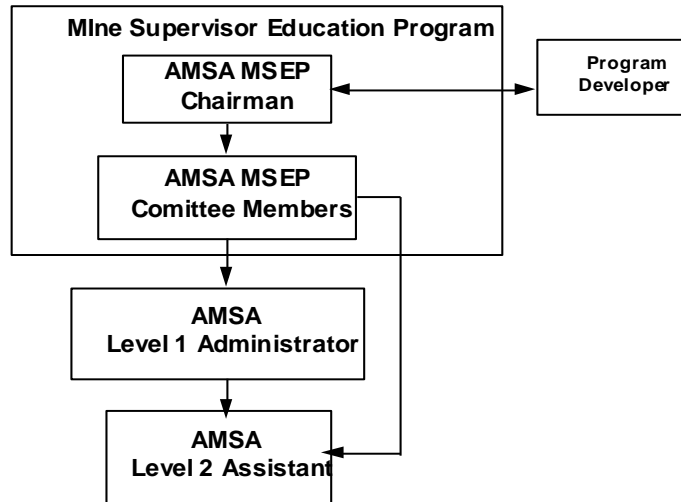
Tire Recycling Regulation Amendment 241/93

Vinyl Chloride Monomer Regulations

Wastewater and Storm Drainage Regulation and Wastewater and Storm Drainage (Ministerial) Regulation Alberta Regulations 119.93 & 120/93

Wastewater and Storm Drainage Regulation Amendment and Wastewater and Storm Drainage (Ministerial) Regulation Amendment 249/93 & 250/93

Water Well Regulation Alberta Regulation 123/93 with Amendments up to and including Alberta Regulation 252/93

**III. FLOW CHARTS**
**1) *Authorization***
Regulation Program

**3) *Committee Working Process***

Process for maintaining the Mine Supervisors Education Program

- 1) Review Legislation (new, revised, etc.)
- 2) Determine which sections of legislation are applicable
- 3) Assign module designation to the applicable sections.
- 4) Develop questions for the sections.
- 5) Enter questions into the computer data base.

**IV AMSA SUPERVISORS EDUCATION PROGRAM COMMITTEE MEMBERS****Chairman**

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