

POSITION DETAILS			
Position Title:	Offsider Level 1	Location:	Site Based
Business Unit:	APAC Operations	Division:	Underground Diamond
Reports Directly to:	Senior Supervisor Supervisor Leading Hand Non Drilling Leading Hand Drilling		
Reports Indirectly to:	Driller Level 1 / 2 / 3 Trainee Driller Offsider Level 2		
Direct Reports:	-		
Indirect Reports:	-		
Last Updated By:	HR Manager	Date:	08/04/2014

Position Purpose
To assist the Driller with underground diamond drilling operations by collecting samples with precision and performing other related operational tasks as directed.

Key Responsibilities
▪ Attend / conduct pre-shift and other safety meetings
▪ Collect and shift samples during drilling process, following correct collection procedures
▪ Complete equipment and vehicle prestart checks and submit relevant paperwork
▪ Complete maintenance as and when required, ensuring tools and equipment are kept to company standard
▪ Complete paperwork as required by site
▪ Complete rig moves (setting up and packing up)
▪ Conduct rig inductions for visitors and new employees
▪ Ensure all environmental requirements are met and legislation is adhered to on site
▪ Ensure compliance with regulations, Swick and Client
▪ Ensure crew compliance with HSE regulations
▪ Ensure quality of service
▪ Ensure routine cleaning of the rig, equipment and vehicles is undertaken
▪ Record survey information and hole depths
▪ Report and record HSE events

Key Performance Indicators
▪ Complete all relevant training and demonstrate skills as per training matrix
▪ Comply with all HSE rules and regulations
▪ Zero recordable injuries (all-encompassing measure that include; Lost Time Injuries, Restricted duty Injuries and/or Medical Treatment Injuries)

