



ONTARIO MINE RESCUE SERVICE DELIVERY MEMORANDUM OF UNDERSTANDING



1.0 INTRODUCTION

The Memorandum of Understanding (**MOU**) is an effective and efficient emergency preparedness document that ensures a clear understanding and defines the roles and responsibilities that are established with each organization that Ontario Mine Rescue (**OMR**), Workplace Safety North, (**WSN**) delivers mine rescue and emergency services to. Ontario Mine Rescue is a legislated requirement for all Ontario underground mines.

2.0 RESPONSIBILITIES

2.1 Employer's Roles and Responsibilities

- A-1. It is the Employer's responsibility to establish and maintain a written emergency preparedness plan. This plan is to be maintained and updated, by the Employer, as changes occur within the company or at least within a 12 month timeframe.
- A-2. The Employer is to conduct Point-In-Time (**PIT**) evaluations, fire drills and simulations with the assistance of the District Mine Rescue Officer once a year to ensure adequate emergency response capability.
- A-3. When required, the Employer is to establish and maintain a mine rescue substation and perform monthly substation audits as outlined by OMR. It is the Employer's responsibility to ensure it meets the required set standards.
- A-4. Supply relief person as requested by the Mine Rescue Officer (**MRO**) when he/she is required to be out of the District.
- A-5. Ensure an adequate listing of mine rescue responders is up to date and maintained as determined by the PIT evaluations and simulations.
- A-6. Ensure persons registered for the Ontario Mine Rescue Introductory Program successfully obtain a Standard Level First Aid Certificate and receive a valid mine rescue Medical Certificate prior to the starting the OMR Introductory course.
- A-7. Establish and maintain Mutual Aid Agreements with neighbouring mines and submit to the Chief Mine Rescue Officer for final sign off.
- A-8. Ensure mine rescue training participants are medically fit to participate in mine rescue training.
- A-9. For training sessions and emergency call outs, insist active Mine Rescue volunteers are clean shaven to ensure the proper use/seal of the breathing apparatus.



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- A-10. Ensure that between five and eight volunteers attend the scheduled mine rescue training session. If less than five volunteers in attendance; the session may be cancelled at the MRO's discretion. If more than eight volunteers in attendance; the unscheduled volunteers could be refused the training.
- A-11. Ensure that the appropriate and adequate number of Employer staff attend the Mine Rescue Management program.
- A-12. Provide adequate and safe underground training locations to accommodate training delivery.
- A-13. Ensure suitable transportation is made available to and from the training site.
- A-14. Maintain training records for mine rescue volunteers.
- A-15. Replace any mine rescue consumables used during a mine emergency.
- A-16. The Employer shall replace and/or repair any Ontario Mine Rescue owned mine rescue equipment that has been damaged during responding to emergency situations or has been intentionally damaged by mine rescue volunteer personnel during training activities. This includes the installation of any item(s) that is not original to the equipment manufacturer's specifications and is being used for the purpose of faulty equipment training.

2.2 Ontario Mine Rescue's Roles and Responsibilities

- B-1. Ensure the safety of trainees during training sessions.
- B-2. Meet with the Employer staff semi-annually to discuss the training strategy for the upcoming training cycle.
- B-3. Review the Mine Emergency Plan annually.
- B-4. Assist with PIT evaluations and emergency simulations - **minimum one per year.**
- B-5. Attend emergency debriefings and provide a written summary report outlining deficiencies.
- B-6. Prepare a schedule for training delivery in consultation with the Employer.
- B-7. Schedule and deliver the following underground programs as required: Introductory, Refresher Training, Supervisory, Technician and Management Programs, Briefing Officer and Relief Person training.
- B-8. Equip and maintain Ontario Mine Rescue stations for emergency readiness.



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- B-9. Provide mine rescue substations with equipment and ensure it is maintained in accordance with guidelines described within the Ontario Mine Rescue Handbook.
- B-10. Provide copies of competency-based evaluations and training records to the Employer for record keeping.
- B-11. Assist the mine operators in arranging and executing the Annual District Mine Rescue Competition.

3.0 DURING AN EMERGENCY

3.1 The Employer's Responsibilities are:

- C-1. Initiate the emergency plan.
- C-2. Notify Ontario Mine Rescue via the Emergency phone number(s) as outlined in the District Emergency Plan.
- C-3. Ensure an adequate number of first responders are available to manage the emergency situation.
- C-4. Establish a command center and ensure it is appropriately staffed.
- C-5. Have control of the emergency; make decisions and give direction to teams in accordance with good mine rescue practices.

3.2 Ontario Mine Rescue's Responsibilities are:

- D-1. Ensure a Mine Rescue Officer or reliefman responds to the emergency promptly.
- D-2. Arrange for an adequate supply of mine rescue equipment and consumables.
- D-3. Ensure mine rescue equipment is used and maintained in accordance with WSN's Standards.
- D-4. Provide advice to the employer, as appropriate.
- D-5. If warranted, work with other jurisdictions to obtain assistance during an emergency.
- D-6. If WSN owned equipment is not used in accordance with standard procedures, a WSN Mine Rescue Officer, in consultation with the Chief Mine Rescue Officer, may have the equipment removed from the mine rescue substation or mine.



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4.0 FOLLOWING AN EMERGENCY

4.1 The Employer's Responsibilities are:

- E-1. Forwarding data/information from the incident to MRO(s).
- E-2. The requirement to conduct a debriefing between the Employer/Operator and MRO or invite the MRO to existing Employer/Operator debrief.

4.2 WSN's Responsibilities are:

- F-1. The creation of an OMR incident report
- F-2. Tracking of MRO activity and volunteer data related to the incident

For WSN:

For the Employer:

**Ontario Mine Rescue Officer
(Print)**

Name (Print)

Title:

Signature

Signature

Date

Date