

Mining Industry Worker Checklist

Job Changes, Relocation, Safety & Contract Preparation

DISCLAIMER:

This checklist is intended for general guidance only and does not replace professional or legal advice. Workers should confirm all employment terms, safety requirements, and legal obligations with their employer. Bilnor Staffing Solutions is not liable for any errors, omissions, or consequences arising from the use of this checklist.

Mining industry workers often face **job shifts, site relocations, and operational changes**. Being organized ensures you stay safe, compliant, and ready for new responsibilities.

This checklist is designed to guide you step by step before starting a new role, changing positions, or relocating to a different site.

How to Use This Template

This template is designed to help mine-sector workers stay organized and prepared during **job changes, relocations, safety training, and contract reviews**. Follow these simple steps to make the most of it:

Review Each Section Carefully Read through all checklist items for job change, relocation, safety, contracts, health, and emergency preparedness. Ensure you understand the requirements and actions listed.

Tick Off Completed Items As you complete each task (e.g., attend safety training, update your CV, pack essential items), mark it as completed. This allows you to track progress and reduces the risk of forgetting important steps.

Use It as a Planning Tool - Plan ahead before starting a new role or relocating.

1. Job Change Preparation

Before accepting a new mining position or role:

A. Contract & Documentation

- Review your employment contract carefully
- Check job description and responsibilities
- Confirm salary, overtime, and allowances
- Verify shift schedules (rotational or fixed)
- Ensure benefits (medical aid, retirement fund, insurance) are clear

B. Qualifications & Certificates

- Ensure all required certificates are up to date (e.g., mining induction, safety courses)
- Check for trade licenses or specialized certifications if required
- Keep digital and hard copies for easy reference

C. References & Past Experience

- Update CV with relevant experience
- Gather reference letters from previous supervisors
- Maintain a personal log of skills and projects completed

2. Relocation Checklist

If your role requires moving to a new mining site:

A. Housing & Accommodation

- Confirm accommodation provided or arrange housing
- Check amenities: water, electricity, security, and transport
- Prepare for living conditions (camp, town, remote site)

B. Travel & Transport

- Confirm transport to/from site
- Check for travel allowances if applicable
- Plan family or personal travel arrangements if needed

C. Personal Items

- Pack work clothes, safety gear, and PPE
- Bring essential personal items: bedding, toiletries, electronics
- Carry copies of ID, bank info, and emergency contacts

3. Safety & Training Requirements

Safety is **non-negotiable in mining**. Ensure you are prepared:

A. Induction & Orientation

- Attend site induction and safety orientation
- Understand site emergency procedures
- Know evacuation routes and muster points

B. Mandatory Training

- First Aid / CPR
- Fire safety and emergency response
- Working at Heights / Confined Spaces
- Machinery and equipment operation
- Hazardous materials handling

C. Personal Protective Equipment (PPE)

- Helmet, gloves, boots, overalls, safety glasses
- Respiratory protection if needed
- Reflective vests or high-visibility clothing
- Check PPE for damage or expiry before use

4. Contract Review & Legal Considerations

Before starting or after receiving a new offer:

A. Employment Terms

- Confirm job title, department, and line manager
- Check probation period terms
- Understand notice period for resigning or termination

B. Compensation & Benefits

- Salary and overtime rules
- Travel, housing, and meal allowances
- Medical aid, retirement, and insurance coverage

C. Leave & Working Hours

- Annual leave entitlement
- Sick leave, family responsibility leave
- Shift rotations and overtime expectations

D. Safety & Legal Compliance

- Confirm the employer follows mining safety regulations
- Check if employer is registered with the **Department of Mineral Resources (DMR)**
- Ensure you receive all required PPE, training, and safety manuals

5. Health & Wellbeing

Mining can be physically and mentally demanding. Prepare accordingly:

- Schedule a medical check-up if required by employer
- Keep vaccination records up to date

- Prepare personal medications and health info
- Know location of nearest clinic or hospital
- Plan for mental health support if needed

6. Emergency Preparedness

- Keep emergency contacts updated
- Know site safety officers and first responders
- Carry emergency numbers on phone and on a physical card
- Understand procedures for accidents, fire, and evacuation

7. Personal Organization

- Create a checklist for work gear, personal items, and documents
- Set up a personal filing system (digital and hard copies)
- Maintain an updated CV, certificates, and references
- Keep a personal log of projects, machinery experience, and training completed

8. Tips for a Smooth Transition

- Communicate clearly with supervisors and HR
- Attend all orientation and training sessions
- Build good relationships with team members and mentors
- Stay proactive about safety and skill development
- Maintain a positive mindset to adapt to change

10. Summary Table – Quick Reference

Area	Key Actions
Job Change	Review contract, update CV, verify qualifications
Relocation	Confirm housing, transport, pack essentials
Safety Training	Attend inductions, complete mandatory training, check PPE
Contract Review	Understand salary, leave, benefits, legal obligations
Health & Wellbeing	Medical check-up, medications, mental health support
Emergency	Know contacts, procedures, first responders
Personal Organization	Document management, skills log, gear checklist