



ONTARIO MINE RESCUE SERVICE DELIVERY MEMORANDUM OF UNDERSTANDING

APPENDIX D— ONTARIO MINE RESCUE SERVICE DELIVERY MEMORANDUM OF UNDERSTANDING

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 for who Ontario Mine Rescue (**OMR**), a part of Workplace Safety North (**WSN**), delivers mine rescue and emergency services. The establishment and maintenance of underground emergency response capability via the Ontario Mine Rescue program, is a legislated requirement for all operating, decommissioning or advanced exploration underground mines in the Province of Ontario.

1.0 RESPONSIBILITIES

1.1 Employer's Roles and Responsibilities

- A-1. 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. Conduct Point-In-Time (**PIT**) evaluations, fire drills and simulations with the assistance of the District Mine Rescue Officer one per year to ensure adequate emergency response capability.
- A-3. When required, the Employer is to establish and maintain a mine rescue substation at their facility and perform monthly substation audits as outlined by OMR. Site personnel should be given the responsibility to ensure it meets the required set standards and is emergency ready.
- A-4. Work with the District Mine Rescue Officer to ensure list of competent Relief Persons are trained to oversee equipment responsibilities during emergencies should the Mine Rescue Officer be away from 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. Establish and maintain Mutual Aid Agreement(s) with neighbouring mines and submit the signed agreement to the Chief Mine Rescue Officer for review and inclusion in the District Emergency Response Plan.
- A-7. For training sessions and emergency call outs, ensure active Mine Rescue volunteers are clean shaven to ensure the proper use/seal of the breathing apparatus.



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- A-8. Ensure that between six to eight volunteers attend the scheduled mine rescue training session. If less than six volunteers in attendance; the session may be cancelled at the MRO's discretion. If more than eight volunteers in attendance; the unscheduled volunteers may be asked to work with the site Mine Rescue Coordinator to find available space in a future training session.
- A-9. Ensure that the appropriate and adequate number of Employer staff attend the Mine Rescue Management program.
- A-10. Provide adequate and safe underground training locations to accommodate training delivery.
- A-11. Ensure suitable transportation is made available to and from the training site.
- A-12. Maintain training records for mine rescue volunteers.
- A-13. Replace any mine rescue consumables used during a mine emergency.
- A-14. 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 faulty installation of any item(s) that is not original to the intended equipment manufacturer's specifications and/or is being used for the purpose of technician equipment training.
- A-15. Prior to all Ontario Mine Rescue Training, ensure that all registered volunteers have written proof and are in the possession of:
- a. A current medical certificate from a medical doctor or if necessary, a nurse practitioner.
 - b. A current Common Core Certificate containing the following passed modules:
 - i. **U0000** Follow Surface and Underground Induction,
 - ii. **U0001** Perform General Inspections,
 - iii. **U0002** Scale Loose Rock; and
 - iv. **U0012** Perform General Lock Out and Tag
 - c. A current Ontario Mine Rescue approved First Aid Certificate.
- A-16. Ensure that all registered course participants are released from work and are available for the required course duration.



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Specific to Section A-15 and A-16 if the cancellation of course programs occurs as a result, Ontario Mine Rescue may be required to recover any costs that cannot be cancelled or reimbursed (e.g., travel expenses).

2.0 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. Prepare a schedule for training delivery in consultation with the Employer.
- B-4. Schedule and deliver the following underground programs as required: Introductory, Refresher Training, Supervisory, Technician and Management Programs, Briefing Officer and Relief Person training.
- B-5. Review the Mine Emergency Plan annually and provide feedback.
- B-6. Review, update and maintain the District Emergency Response Plan including annual MRO/Employer review and sign-off of the Memorandum of Understanding.
- B-7. Make him/herself available to assist with Point-In-Time evaluations and emergency simulations at the Employer's request a minimum of once per year.
- B-8. Attend emergency debriefings and provide a written summary report outlining deficiencies.
- B-9. Equip and maintain Ontario Mine Rescue Stations for emergency readiness.
- B-10. Provide mine rescue substations with equipment and ensure it is maintained in accordance with guidelines described within the Ontario Mine Rescue Handbook and Manufacturer specifications.
- B-11. Provide copies of competency-based evaluations and training records to the Employer for record keeping.
- B-12. Assist the mine operators in arranging and executing the Annual District Mine Rescue Competition in cooperation with Employers.



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3.0 DURING AN EMERGENCY

3.1 The Employer's Responsibilities are:

- C-1. Initiate the Emergency Response Plan.
- C-2. Notify Ontario Mine Rescue via the Emergency phone number(s) as outlined in the District Emergency Response 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.

4.0 Ontario Mine Rescue's Responsibilities are:

- D-1. Ensure a Mine Rescue Officer or Relief Person 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 Ontario Mine Rescue, manufacturer and best practice 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 within 14 days.

4.2 WSN's Responsibilities are:

- F-1. The creation of an OMR incident report
- F-2. Maintain a record of all MRO activity, emergency responder activity, equipment use and deployed team actions related to the incident.

For WSN:

For the Employer:

**Ontario Mine Rescue Officer
(Print)**

Name (Print)

Title:

Signature

Signature

Date

Date