



Guide for Alberta's Underground Mine Foreman and Underground Mine Manager Certification Program

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Guide for Alberta's Blasters Certificate Program | Jobs, Economy and Trade

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Glossary

Director Person appointed as a Director under section 26 of the *Occupational Health and Safety (OHS) Act*.

Underground Mine Foreman means a person who holds an underground mine foreman's certificate issued under section 749.4 or an underground coal mine foreman's certificate issued under this Code or deemed to have been issued under the Act by virtue of section 69(2) of the Act;

Underground Mine Manager means a person who holds an underground mine manager's certificate issued under section 749.4 or an underground coal mine manager's certificate issued under this Code or deemed to have been issued under the Act by virtue of section 69(2) of the Act;

OHS Act OHS Act, SA 2020 cO-2.2.

Program Alberta's Underground Mine Foreman and Underground Mine Manager Certification Program

Mine A working, other than a drill hole made while exploring for a mineral, from which coal, precious or semi-precious minerals, sand, gravel, industrial minerals or oil sands is being extracted, and includes a quarry and a pit.

Mine site A location at which a facility for extracting a mineral by underground, strip, pit or quarry operations exists or is to be developed, and includes
(i) a mineral processing plant, storage facility or discard disposal facility that exists or is to be developed in connection with a mine, and
(ii) all connected access roads.

1.0 Introduction and authority

This Guide outlines the parameters of Alberta's Underground Mine Foreman and Underground Mine Manager Certification Program (the Program). This Guide may be updated periodically by the Department to ensure the Program remains current.

Part 36 of the OHS Code places an obligation on the employer to ensure that workers working underground are supervised by a supervisor who is an underground mine foreman or an underground mine manager. This Guide explains how underground mine foreman, and underground mine manager certificates (OHS certificates) are issued, and the role of the Government of Alberta within the process.

2.0 Scope of program

This Program applies to the certification of underground mine foremen, and underground mine managers in Alberta and any person wanting to obtain these certifications. The Program outlines the certificate qualifications, application process, examination, expiry, suspension, cancellation, and terms and conditions of the certificates.

2.1 Application Process

Go to [OHS website](#) and complete the application form.

Submit application form and all required documents to: JET.OHSMining@gov.ab.ca

2.2 Application Review

In province applicants

After submitting a complete application supported by all required documents using the online portal, a system generated acknowledgement is sent to the applicant (see Appendix A). Applications submitted through other methods are acknowledged within three business days.

After receiving an application, a Director will process the application following an internal review process. A Director may contact applicants if further information or clarification is needed.

A Director communicates the decision of the internal review to the applicants within 20 business days. If applicants are approved, they will be invited to write the applicable exam(s). Upon successful completion of the exam(s) a certificate and identification card will be issued to the applicant.

If the application is denied, the applicant will receive a written response from a Director detailing the reasons for refusal including direction on when the applicant can reapply.

Out of province applicants with certification in another jurisdiction

After submitting a complete application supported by all required documents using the online portal, a system generated acknowledgement is sent to the applicant (see Appendix A). Applications submitted through other methods are acknowledged within three business days. A Director will review the application, validate the information with the authority in the issuing jurisdiction and will make a decision within 20 business days after receiving the application. A Director may contact the applicants if further information or clarification is needed.

Applicants will be required to write a legislative based exam as part of the approval process. Upon successful completion of the exam, a certificate and identification card will be issued to the applicant.

If the OHS certification is denied for out of province applicants, the applicant will receive a written response from a Director detailing the reasons for refusal and their right to have the decision reviewed.

2.3 Required Documentation

All applicants must provide the following, along with documentation listed in appendix A.

- Copy of government issued photo ID
- Updated resume
- If applicable: copies of Certificates, Diplomas, or degree in mining (Alberta or other jurisdiction)
- A photo of your current appearance (Jpeg/png format)
 - The photo will be used for your certificate
 - Photo must contain the applicants head and shoulders and with a plain/white background.

2.4 Expiry of the Certificate

Typically, an OHS certificate is valid for five years from the date of issue. However, a Director may issue a certificate for a shorter period depending on the circumstances and/or if requested by the applicant.

2.5 Examinations

Applicants must pass an examination if applicable, in addition to the qualification requirements. The exam will contain relevant legislation questions. A minimum of 70% must be achieved in order to pass the exam.

Before attempting to complete the examination, all applicants will be required to provide a statement that the applicant has read the *Code of Conduct for Applicants Completing Occupational Health and Safety Code Certificate Examinations* (the "Code of Conduct") and will comply with the Code of Conduct (see Appendix C).

Upon completing the examination, all applicants will be required to provide a statement that the applicant has complied with the Code of Conduct

If the applicant does not successfully pass the examination, they can rewrite the exam following the elapsed timeframe as outline in the table below.

Blasting Re-exam	Re-exam Wait Time
2nd Attempt	48 hours
3rd Attempt	30 days
4th and Subsequent Attempts	90 days

2.6 Suspension and Cancellation

A Director, by notice in writing, may cancel an OHS certificate or suspend it for the period specified in the notice if;

- (a) the certificate holder has failed to comply with a term or condition of the certificate, or
- (b) for any other reason that, in the opinion of a Director, warrants the cancellation or suspension of the certificate.

When a Director suspends a certificate, the Director may impose any terms and conditions that the Director considers necessary. These terms and conditions must be complied with or performed before the suspension may be lifted.

A person whose OHS certificate has been suspended or cancelled must surrender the certificate immediately to an officer on request.

2.7 Underground Mine Foreman and Manger Requirements, Terms and Conditions

1. You are required to carry the certificate identification card on your person at all times when engaged in the duties of underground mine foreman or underground mine manager as specified on the card.
2. The Director may restrict the type of activities the underground mine foreman or underground mine manager is permitted to perform.
3. The Director issues certificates under the authority derived from Section 24 of the OHS Act and subsequent provisions detailed in the OHS Regulation. As a underground mine foreman or underground mine manager, you must comply with the Occupational Health and Safety (OHS) Code and relevant sections of OHS Act and Regulation in Alberta.
4. Any other term or condition the Director deems necessary to protect the health and safety of workers or other persons at the work site, and in the vicinity of the work site.
5. The underground mine foreman or underground mine manager consents to the disclosure of any information contained upon the certificate to their employer or a prospective employer.

Appendix A: Qualifications for an Underground Mine Foreman or Underground Mine Manager

In order for individuals to become a underground mine foreman or underground mine manager in Alberta, they need to meet certain qualifications to apply for a certificate. This appendix outlines the qualification criteria for each of the certificates.

1) For in province applicants

For an underground mine manager

- a. Professional engineer in the mining discipline
- b. Experience in underground mining totaling at least 5 years
- c. Six months of experience within the previous 36 months as an acting mine manager or an equivalent as approved by a Director
- d. Endorsement by a current or past employer supporting the applicant's competency
- e. Knowledgeable in underground mine rescue and emergency as per the requirement under 546(1) of the OHS Code

For an underground mine foreman

- a. Experience totaling at least 5 years in an underground mine, as approved by the Director
- b. Endorsement by a current or past employer supporting the applicant's competency
- c. Trained in underground mine rescue and emergency as per the requirement under 546(1) of the OHS Code

2) For Out of province applicants

In addition to the above in province criteria, an out of province applicant must provide a copy of their current and comparable certificate from another Canadian jurisdiction.

Appendix B: Underground mine foreman or underground mine manager identification card

Front of card



The image shows the front of a Supervisor Identification Card. It features the Alberta logo and the text 'Jobs, Economy and Trade' in the top left. The title 'Supervisor Identification Card' is prominently displayed in blue. A box on the left is labeled 'Insert Photo Here'. To the right, the cardholder's details are listed: Name (First name Last name), Certificate # (OHS-#####-#####), Category (Underground Mine Manager or Foreman), and Expiry Date (13/Apr/2028). At the bottom, there is a line for the Director, Occupational Health and Safety, and a landscape photograph of a rocky mountain range.

Alberta Jobs, Economy and Trade

Supervisor Identification Card

Insert Photo Here

Name: First name Last name

Certificate #: OHS-#####-#####

Category: Underground Mine Manager or Foreman

Expiry Date: 13/Apr/2028

Director, Occupational Health and Safety: _____



Back of card

1. The certificate holder must carry this card at all times when engaged in duties of underground mine foreman/manager
2. This identification card is the property of the Government of Alberta and must be returned if suspended, cancelled or upon expiration.

UNDERGROUND MINE FOREMAN/MANAGER CERTIFICATE

Certificate No.:

Underground Mine Foreman/Manager Name:

Date issued:

Expiry Date: **MM/DD/YYYY**

This underground mine **foreman/manager** certificate is issued under the authority of section 24 of the *Occupational Health and Safety Act* to _____ (the "underground mine **foreman/manager**"). The underground mine **foreman/manager** is authorized to perform the activities regulated for this designation within the OHS Code specified in this certificate

As an underground mine **foreman/manager** certificate holder, you must comply with Part 36 of Occupational Health and Safety (OHS) Code and any relevant sections of *OHS Act* and Regulation in Alberta.

Terms and Conditions

1. You are required to carry the identification card on your person at all times when engaged in the duties of underground mine **foreman/manager**.
2. (insert any additional terms or conditions).

The certificate holder acknowledges that the director may disclose any information contained in this certificate to the blaster's employer or a prospective employer.

This certificate expires on

(insert name of issuing director)

(signature required)

Director, Occupational Health and Safety

Appendix C: Code of Conduct

CODE OF CONDUCT FOR APPLICANTS COMPLETING OCCUPATIONAL HEALTH AND SAFETY CODE CERTIFICATE EXAMINATIONS (the “Code of Conduct”)

Occupational Health and Safety is committed to ensuring that applicants for blaster’s certificates, underground mine foreman certificates, and underground mine manager certificates do not engage in any form of dishonesty and conduct themselves in a trustworthy manner while completing all requirements of the application process, including any examination.

It is the responsibility of all applicants to comply with this Code of Conduct.

Prior to attempting the examination, all applicants will be required to provide a statement that the applicant will comply with this Code of Conduct.

Upon completing the examination, all applicants will be required to provide a statement that the applicant has complied with this Code of Conduct.

The applicant’s statement is a statement given to an Occupational Health and Safety Officer (OHS Officer) for the purpose of determining compliance with the certification requirements under the *Occupational Health and Safety Code*. If an applicant were to provide false or misleading information to an OHS Officer, the applicant may be subject to administrative penalties or prosecution under the *Occupational Health and Safety Act* as well as the cancellation of any issued certificate.

1. Definitions:

“unauthorized source” means any source of information other than that which is expressly permitted to be used by the applicant while completing an examination.

“unauthorized material” means any material other than that which is expressly permitted to be used by the applicant while completing an examination.

“applicant” means a person who has applied to obtain a blaster’s certificate, an underground mine foreman certificate, or an underground mine manager certificate.

“blaster’s certificate” means a certificate issued under s.468.1(1) of the *Occupational Health and Safety Code*.

“examination” means an examination required under clause 2.5 of the *Guide for Alberta’s Blaster’s Certification Program* or clause 2.5 of the *Guide for Alberta’s Underground Mine Foreman and Underground Mine Manager Certification Program*

“examination materials” means any question or answer to a past, present, or future examination.

“underground mine foreman certificate” means a certificate issued under section 749.4 of the *Occupational Health and Safety Code*.

“underground mine manager certificate” means a certificate issued under section 749.4 of the *Occupational Health and Safety Code*.

2. Inappropriate Behaviour While Completing an Examination

2.1 No applicant shall, while completing an examination, obtain or attempt to obtain information or assistance from another person or an unauthorized source.

2.2 No applicant shall use, attempt to use, or possess any unauthorized material while completing an examination or preparing to complete an examination.

2.3 No applicant shall have another person represent or attempt to represent themselves as the applicant for the purposes of completing an examination.

3 Misuse of Examination Materials

3.1 No applicant shall obtain, distribute, or use examination materials other than for a purpose that is expressly authorized.

3.2 No applicant shall make a record of, or otherwise retain in written or electronic format, the examination materials contained within the applicant's examination.

4. Providing Assistance

4.1 No applicant shall aid another person in committing a contravention of this Code of Conduct.

5. Obtaining an Advantage

5.1 No applicant shall provide or attempt to provide a monetary or other benefit to a person for the purpose of obtaining or attempting to obtain information or a particular outcome in relation to an examination.