

WHC-SYS-QRG Whitehaven Coal Document Portal

To access Health, Safety and Environmental documentation the first point of access shall be White Papers / SharePoint <https://whitehavencoal.sharepoint.com/sites/HealthandSafety/SitePages/Home.aspx>.

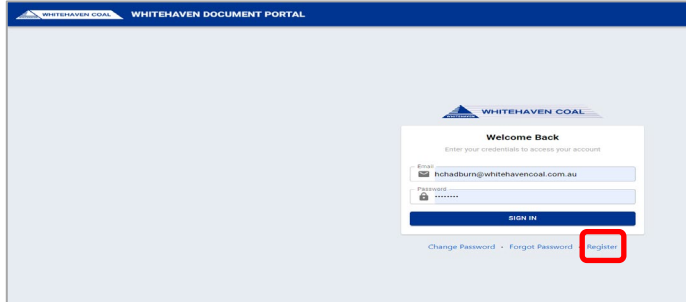
For contractors and employees without a Whitehaven Coal email address, these documents can be accessed via the Whitehaven Document Portal.

Open the Document Portal>

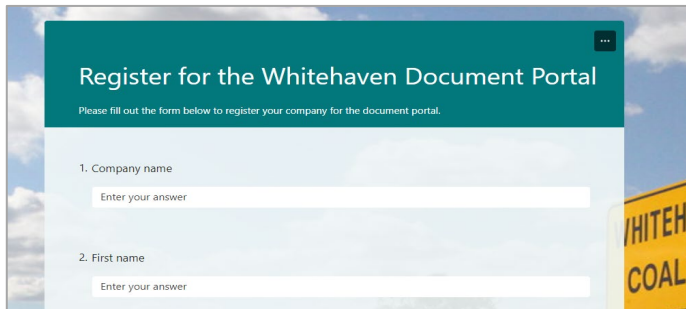
<https://sm-azu-rg-01-ecp-wa.azurewebsites.net/login>

Log in with the credentials sent to your personal email.

If you have not received log in Credentials>
Register



Follow the prompts and enter your details to the Smart Form.

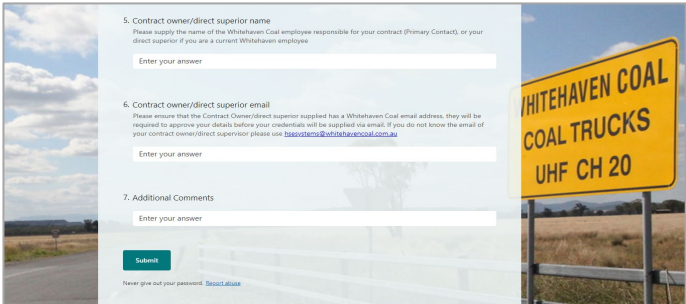


Contractors; Enter the name and email for your Contract Owner, this will be the person in WHC who has signed your ATUI

WHC Employees; Enter the name and email of your direct supervisor

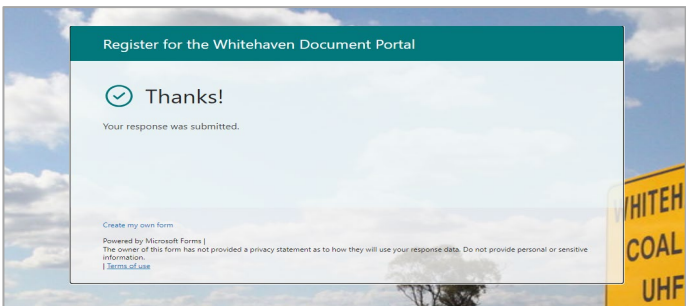
If you are unsure of the above, please enter the HSE Systems email address

Click> Submit



Once submitted, an email will be sent to your Contract Owner or Supervisor.

Once they approve your access an email with your log in credentials will be sent to you.



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Once you can log in to the system;
Click the tab at the top to filter for Health and Safety, Environment or Training documentation.

And/or

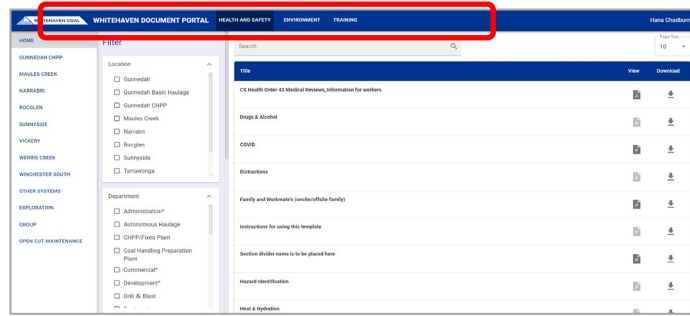
Use the left side bar to filter for site specific documentation.

And/or

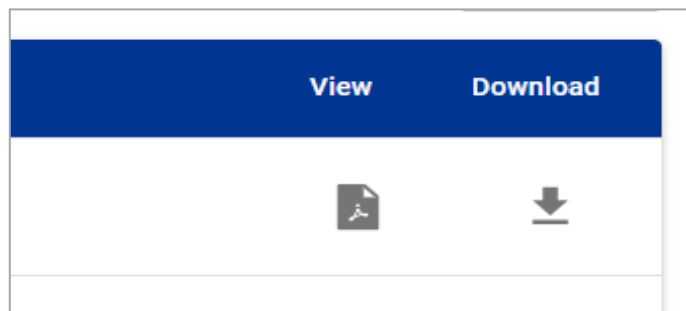
Click in the box for each item in the 'Filter' column to filter within these parameters.

Or

Search the document name via the 'Search' bar



For each document click on the PDF Icon to View, or the arrow to download it to your computer



For further support contact HSE Systems